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SECRETARY OF THE AIR FORCE**

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VOLUME 1**



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Flying Operations

C-12 AIRCREW TRAINING

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This instruction implements Air Force Policy Directive (AFPD) 11-2, *Aircraft Operations*; AFPD 11-4, *Aviation Service*; AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*; and AFI 11-202V1, *Aircrew Training*. This volume applies to all commanders, operations supervisors, and aircrew assigned or attached to all flying activities of commands operating C-12 aircraft. This publication is applicable to the Air Force Reserve and Air National Guard. Attachments to this instruction prescribe Mission Design Series (MDS) specific operating procedures. Units will maintain all applicable attachments for assigned/possessed aircraft. Field units below MAJCOM level will forward copies of their proposed supplements to this publication to AFMC/A3V for review and approval. Keep supplements current by complying with AFI 33-360, *Publications and Forms Management*. Comments suggesting improvements to this publication should be forwarded to AFMC/ A3V.

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SUMMARY OF CHANGES

The following are changes to the last published AFI 11-2C-12V1 dated 20 May 2010: location for Air Force Records Disposition Schedule (AF RDS); aligns Theater Indoctrination Training to AFI 11-202 (1.4.4.1); clarifies assignment to Training Levels (paragraph 1.12); adds information concerning upgrade prerequisites (Table 2.1); distinguishes between the MC-12W and the C-12 (2.6.1); allows for other DoD training for ground training (paragraph 3.3.2); establishes minimums for FTL and GTL (paragraphs 4.3.2 and 4.3.3); clarifies “X” coded local events (paragraph 4.4); allows for training credit for simulator events (paragraph 4.4.1.4.); revises G002 and G005 periodicity (Table 4.1); changes requirements for GPS Approaches and Landings and Alaska unit Night Landing (Table 4.4); deletes reference to MPD pilot training (paragraph 5.20); deletes repeated Evaluator information (paragraph 5.5.1); corrects format errors for training events (paragraph 7.3); adds AF level training events (paragraph 7.10); updates the References (Attachment 1); and adds example table for frequency definition (Table A1.1).

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Chapter 1

GENERAL

1.1. Training Objective. This instruction prescribes basic policy and guidance for training C-12 crewmembers according to AFI 11-202, Volume 1. The overall objective of the aircrew training program is to develop and maintain a high state of mission readiness for immediate and effective employment in exercises, peacekeeping operations, contingencies, and war. If a conflict is identified between this AFI and AFI 11-202, comply with AFI 11-202 and notify AFMC/A3V (see [paragraph 1.3.1](#)).

1.2. Key Words Explained.

1.2.1. "Will" and "shall" indicate a mandatory requirement.

1.2.2. "Should" is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.2.3. "May" indicates an acceptable or suggested means of accomplishment.

1.2.4. "Note" indicates operating procedures, techniques, etc., which are considered essential to emphasize.

1.3. Administration.

1.3.1. **Recommendation for Change.** Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through MAJCOM channels according to AFI 11-215, *Flight Manual Program* (FMP). Send proposals for amending existing course prerequisites or recommendations to change or delete obsolete courseware through the appropriate MAJCOM training staff to the office of primary responsibility (OPR) (HQ AFMC/A3V).

1.3.2. **Supplements.** This AFI is a basic directive. Each MAJCOM may supplement this AFI. MAJCOM supplements may be more, but not less restrictive than this instruction. MAJCOM may set training requirements lower than specified in this instruction when the statement "or as specified in MAJCOM supplement" is indicated as applicable to that item or event. MAJCOM (or equivalent) supplements must be coordinated with HQ AFMC/A3V and HQ AF/A3O-AT in accordance with (IAW) AFD 11-2 and AFI 11-202, Volume 1, before publication.

1.4. Responsibilities. AFI 11-202, Volume 1, delineates responsibilities for aircrew training.

1.4.1. **Command and Control.** When "MAJCOMs, Operations Groups, and Squadrons/Units" are referenced in this AFI and users do not fall under this organizational structure then the equivalent agency or unit will be substituted. For the purposes of this regulation, the Defense Intelligence Agency (DIA) is considered a MAJCOM and the Chief, DIA Air and Maritime Operations, is equivalent to an Air Force operations group commander.

1.4.2. **Lead Command.** Air Force Materiel Command (AFMC) is designated lead command for the C-12 MDS as specified in AFD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*.

1.4.3. Training Command. AFMC is tasked with providing C-12 formal training.

1.4.3.1. Progress Review (PR). IAW AFI 11-202, Volume 1. AFMC/A3V will notify the student's gaining unit of PR action. If the PR recommends a Flying Evaluation Board, AFMC/A3V will notify the student's gaining MAJCOM.

1.4.3.2. Post-Graduate Critiques. The C-12 Formal Schoolhouse located at Edwards AFB will manage Aircrew Post-Graduate Critiques. Gaining unit commanders may request completed surveys by contacting the Formal Training Unit (FTU). The purpose of the critiques is to ensure the quality and effectiveness of training provided by the FTU.

1.4.4. MAJCOMs.

1.4.4.1. Theater Indoctrination Training. MAJCOMs will develop theater indoctrination training and ensure aircrews are trained for specific theater flight operations IAW AFI 11-202 Vol 1.

1.4.4.2. Recall Procedures. Requests to recall students from a formal school course must be sent from the student's MAJCOM to HQ AFMC/A3V. Emergency recall during non-duty hours may be coordinated directly with the student with notification to the HQ AFMC/A3V on the next duty day.

1.4.5. Operations Groups. The Operations Group Commander (OG/CC) is responsible for squadron/unit training as follows:

1.4.5.1. Conducting Training Review Panel (TRP) on a calendar semiannual period (frequency may be increased as required). The TRP should review staff and aircrew management actions necessary to complete flight and ground training (GT) programs.

1.4.5.1.1. TRP topics may include, but are not limited to, current and forecast Ground/Flight Training Levels, (GTL/FTL), Upgrade and Continuation Training status, Semiannual requirement completion rates, crew position gains/losses, Aircraft Commander, Instructor and Evaluator upgrades. Units should also review all unit defined training "X" events for relevancy.

1.4.6. Squadrons/Units.

1.4.6.1. The Unit/CC will ensure crewmembers complete training in accordance with **Table 1.1** In-Unit Training Time Limitations. Failure to progress may require removal from training.

1.4.6.2. Assign FTL, GTL, and qualification/certification (evaluator, instructor, etc.) to crewmembers before each semiannual training period. Base Training Level (TL) assignments on experience and aircraft proficiency. Use the date of the initial qualification evaluation for determining an individual's time in the weapon system.

1.4.6.3. Ensure adequate training continuity and supervision of assigned and attached crewmembers. Unit commanders may assign additional requirements based on individual crewmember's experience and proficiency.

1.4.6.4. Review training and evaluation records of newly assigned crewmembers and those completing formal training, to determine the necessary training required to complete/certify the individual as Basic Aircraft Qualified (BAQ), Basic Mission Capable (BMC), or Mission-Ready (MR).

1.4.6.5. Coordinate with MAJCOM training office to approve unit specific or unique training programs.

1.4.6.6. Review qualifications and monitor training requirements for Flight Surgeons (FS).

1.5. Waiver Authority.

1.5.1. Do not deviate from the requirements in this AFI except as described below. Report deviations or exceptions without waiver through channels to MAJCOM/A3V.

1.5.2. Unless specified in this instruction, MAJCOM/A3V is the designated waiver authority for specific aircrew training requirements in this instruction that are not governed by AFI 11-202, Volume 1. OG/CCs have waiver authority for semiannual requirements and currency events mandated by this instruction. Waivers for training or currency events missed in consecutive periods require MAJCOM/A3 approval.

1.5.3. HQ AFMC/A3V is the waiver authority for formal school flying training syllabus and formal school prerequisites (**EXCEPTION:** senior officer syllabus). All requests for a syllabus waiver must include supporting rationale. User command training staff must submit prerequisite waiver requests direct to HQ AFMC/A3V, 508 W Choctawhatchee Ave, Suite 4, Eglin AFB FL 32542-5713, as appropriate. All waivers must be approved before the crewmember commences formal training.

1.5.4. Senior Officer Course (SOC) and syllabus waiver authority is HQ AFMC/A3V with concurrence of gaining MAJCOM/A3. IAW AFI 11-202, Volume 1, waiver authority for attending SOC qualification courses is AF/A3O or higher authority.

1.5.5. Continuation Training. The OG/CC is designated waiver authority for ground and currency flying continuation training requirements for assigned aircrew. OG/CC will determine the allowable time period of the waiver (the training should be completed at the earliest opportunity). See [paragraph 4.2.4.1](#) of this instruction.

1.5.6. If required for unit's designated mission, accomplish events waived at formal school in-unit before assigning MR status.

1.5.7. Waiver Format. Waiver requests submitted to AFMC/A3V for consideration shall utilize AFMC Form 73, *AFMC Flight Operations Waiver Request*, through appropriate channels.

1.5.8. Place copies of approved waivers in the individual's AF IMT 4022, *Aircrew Training Folder*, or FEF.

1.6. Use of Flying Hours.

1.6.1. Structure unit flying training missions to achieve optimum training. Any by-product airlift opportunity resulting from training must not degrade the intended training and will comply with applicable DoD Regulation 4515.13-R, *Air Transportation Eligibility*, AFI 11-401, *Aviation Management* and AFI 11-202, Volume 1.

1.6.1.1. It is essential that all personnel at all levels prevent the misuse of government resources as well as the *perception* of misuse when planning and executing local or off-station training missions.

1.6.2. Training on Operational Missions. Unless specifically prohibited or restricted by weapon system operating procedures or specific theater Operations Order (OPORD), the OG/CC or equivalent may approve upgrade, qualification or special qualification training on operational missions. Commanders will ensure the training will not impact mission effectiveness and the crew-member receiving training is under the supervision of an instructor.

1.7. In-Unit Training Time Limitations. Comply with the time limitations in **Table 1.1**. Crewmembers entered in a training program leading to qualification (or requalification) should be dedicated to that program on a full-time basis. Initiate training no later than 45 days after reporting or being attached to a new duty station or unit.

Table 1.1. In-Unit Training Time Limitations.

Training	Limit
Initial Qualification	120 days
Difference	60 days
Requalification	90 days
Mission	90 days
Instructor	60 days
Local orientation/theater indoctrination	45 days

1.7.1. Training time starts with the first significant training event (a training event directly contributing to qualification and upgrade: e.g. Computer-based training (CBT) lesson, GT, flight, etc.), **or** 45 days after being attached or assigned to the unit after completion of the formal school, whichever occurs first (or as specified in MAJCOM supplement).

1.7.2. Training time ends with the successful completion of one of the following events: flight evaluation (if required as part of the training program), instructor validation of successful program completion (“sign-off”), or squadron commander certification (if required as part of the training program).

1.7.3. Units will notify the appropriate MAJCOM/A3V if upgrade training time limits are exceeded. Include reason for delay, unit corrective action to resolve and prevent recurrence, and estimated completion date.

1.7.3.1. Unit/CC may extend training time up to 60 days. Extensions exceeding 60 days require MAJCOM/A3V approval.

1.8. Training Documentation. Units will use the AF IMT 4324, *Aviation Resource Management System (ARMS) Upgrade Worksheet*, to update aircrew certifications in ARMS. Blocks 1–5 and 11–13 will be used to document award of specific ARMS “Q” code identifiers. Specifically, block 11 will contain the following minimum information: “Q” code (i.e. QXXX), Certification Name (i.e. Phoenix Banner), and date of certification.

1.8.1. See **Chapter 7** for specific “Q” codes. See **Attachment 2** for additional training documentation requirements.

1.9. Flight Examiner Usage. Use flight examiners as instructors for any phase of training to capitalize on their expertise and experience. Units may use flight examiners as instructors for qualification and upgrade training. If an examiner is used as a primary instructor to train an individual, the same examiner should not administer the associated evaluation.

1.10. Instructor Training and Supervision Requirements.

1.10.1. All instructors at wing level and below should be MR. **EXCEPTION:** FTU instructors and evaluators.

1.10.2. When performing aircrew duties, the following personnel must be under the direct supervision of an instructor:

1.10.2.1. Non-current crewmembers (See **paragraph 4.2.4** for exceptions).

1.10.2.2. Crewmembers in initial, upgrade, or requalification flying training. **EXCEPTION:** Not required during Observation mission when not seated at a set of controls.

1.10.2.3. Any other crewmember designated by the Unit/CC, OG/CC, or wing commander.

1.10.3. For non-current, unqualified, and flying training level “E” crewmembers, an instructor must be at a set of controls during critical phases of flight.

1.11. Distribution. Units will establish distribution requirements of this AFI.

1.12. Transfer of Aircrews. When a crewmember transfers from one unit to another, the gaining unit will review, assess and assign the appropriate training levels IAW **paragraph 4.3.1**.

1.13. Aircrew Training While DNIF. Crewmembers whose status is Duty Not Involving Flying (DNIF) may accomplish ground or simulator (SIM) training if the member's physical condition allows it. The flight surgeon initiating AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty* shall include GT limitations as applicable.

1.14. Programmed Flying Training (PFT). The C-12 PFT process is managed by LEAD MAJCOM in conjunction with each using MAJCOM. The PFT program balances available training quotas, Aircrew Training System (ATS) throughput, schoolhouse capacity and course requirements on a fiscal year basis. User MAJCOMs shall forward to AFMC/A3V their projected PFT fiscal year quota requirements no later than the first day of August for the upcoming fiscal year.

1.15. Failure to Progress or Complete Training. If a student fails to progress, fails to complete training, or is removed from training, the command managing the training will initiate a PR. The PR may recommend to the student's commander:

1.15.1. Allow student to complete training.

1.15.2. Referral for AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, action (e.g., a Flying Evaluation Board).

1.15.3. Referral to the Air Force Personnel Center for reassignment.

Chapter 2

INITIAL QUALIFICATION TRAINING

2.1. General Requirements. This chapter specifies requirements for initial qualification, requalification, conversion/difference qualification, and senior officer courses. Initial aircraft qualification and Instructor Pilot qualification are normally accomplished by completing a formal training course listed in the ETCA.

2.2. Qualification Training Prerequisites. Complete qualification prerequisites in accordance with AFI 11-202, Volume 1 and the ETCA. Student must meet prerequisites in [Table 2.1](#) prior to commencing qualification training.

Table 2.1. Upgrade Prerequisites.

From	To	Prerequisites	Tasks and Events Required	Notes
UP	FP	<ul style="list-style-type: none"> • Military fixed-wing qualification 	Complete appropriate ETCA course and training events in Table 2.2	1, 3, 4
FP	MP	See Chapter 5	Complete Chapter 5 rqmts.	
MP	IP	<ul style="list-style-type: none"> • Appropriate MP AFSC • 100 hours PAA after MP certification <p style="text-align: center;">Or</p> <p style="text-align: center;">50 hours PAA after MP certification if previously rated as a military fixed-wing instructor pilot</p> <ul style="list-style-type: none"> • Unit CC recommendation 	Complete appropriate ETCA course	2, 3, 5
IP	EP	<ul style="list-style-type: none"> • Appropriate IP AFSC • Unit CC recommendation 	Complete Chapter 5 rqmts.	

NOTES:

1. First assignment Undergraduate Pilot Training (UPT) graduates with C-12/T-44 syllabus hours may complete in-unit FP qualification IAW Chapter 5 in lieu of attending an ETCA formal schoolhouse.
2. All flying-hour requirements must be attained prior to entry into an IP upgrade course. Only

primary or secondary time (aircraft or simulator) is creditable towards PAA time.

3. Units must ensure AF IMT 63, Active Duty Service Commitment (ADSC) Acknowledgement Statement, is signed prior to beginning upgrade training IAW AFI 36-2107.
4. Helicopter only pilots must complete an approved fixed-wing conversion course prior to entering C-12 qualification training. Contact HQ AFMC/A3V for approved conversion courses.
5. Pilots without a minimum of 500 hours total fixed-wing time prior to entering IP qualification training must have at least 200 C-12 total MP time.

2.3. Ground Training. Items in Table 2.2 are required to be taught during initial aircraft qualification training.

2.3.1. Students will provide the gaining unit with documentation indicating completion of items in [Table 2.2](#)

Table 2.2. Initial Qualification Ground Training Requirements.

Code	Event
G002	Aircraft Marshalling Training and Examination
G130	Instrument Refresher Course (IRC)
G231	Initial Crew Resource Management (CRM) Training
G240	CRM Simulator
LL01	Aircrew Life Support Familiarization Training
LL03	Egress Training (non-ejection)
LL06	Aircrew Life Support Equipment
Note: G005 Flight Physical and G006 Physiological Training are mandatory grounding items and must be current for duration of training.	

2.4. Flying Training Requirements. Complete flying training requirements in accordance with formal school syllabus.

2.5. Conversion/Differences Qualification Training Requirements. When possible, qualified personnel in other units will provide the initial cadre. In some instances, it will be necessary for units to form an initial cadre of aircrew personnel for whom certain training qualification requirements may be waived. The following conditions will apply to the management of initial cadre aircrew qualification:

2.5.1. Conversion Training. Form a nucleus of instructor and flight examiner personnel (initial cadre) to begin aircrew conversion. Send waiver request of PAA time through MAJCOM training staff following the format in [paragraph 1.5](#). Additionally, include the most recent aircraft flown and total time in that aircraft in the JUSTIFICATION section.

2.5.1.1. Initial cadre will not be designated in a crew position higher than currently held unless previously qualified in the conversion aircraft.

2.5.1.2. After final approval, publish a unit letter to identify initial cadre of instructors and flight examiners by crew qualification.

2.5.2. Difference Training. C-12 units should apply Difference Qualification Training (DQT) for major modifications (i.e., glass cockpit modification) as directed by MAJCOM. For fleet-wide modifications, apply initial cadre criteria in [paragraph 2.5.1](#). HQ AFMC/A3V, in coordination with other MAJCOM will provide guidance and oversight.

2.5.3. At the discretion of the unit CC, MC-12 pilots requiring qualification in the C-12 may be treated as a first assignment UPT graduate with C-12/T-44 syllabus hours IAW Table 2.1 Note 1, and complete in-unit FP qualification.

2.5.3.1. MC-12 pilots qualifying in the C-12 shall comply with AFI 11-202 Vol 1. The C-12 Refresher Simulator (G250) may be used in lieu of a formal C-12 initial qualification course if used in conjunction with an in-unit qualification. A qualification flight evaluation is required.

2.6. Multiple Qualifications. The C-12C/D/F/J are considered the same MDS. AFI 11-202, Volume 1 identifies multiple aircraft qualification requirements. Crewmembers will attend a formal initial qualification course for dual qualification in different MDS aircraft. Crewmembers maintaining dual qualification will, as a minimum, maintain FTL A currency requirements in each aircraft. *EXCEPTION:* Senior Officers; see [paragraph 2.7](#)

2.6.1. The MC-12 and the C-12 are not the same MDS.

2.7. Senior Officer Qualification Training Requirements. AFI 11-202, Volume 1 identifies senior officer qualification requirements. These officers will be assigned FTL E for continuation training purposes and will not fly unsupervised in a primary crew position (see [paragraph 4.3.2.5](#)).

2.7.1. After qualification IAW AFI 11-202, Volume 1, and with OG/CC approval, senior officers (assigned or attached) may seek training which leads to a higher FTL and/or qualification. The unit's training office is responsible for determining training requirements based on the senior officer's flying experience. HQ AFMC/A3V or appropriate MAJCOM A3T will approve the proposed training plan prior to execution.

2.8. Flight Surgeons. AFI 11-202, Volume 1 establishes flight surgeon initial qualification requirements.

2.9. Requalification Training. Complete requalification training in accordance with AFI 11-202, Volume 1.

2.9.1. For in-unit requalification training, initiate a waiver request (see [paragraph 1.5](#)). Follow training event requirements in the appropriate re-qualification course syllabus except as noted in the waiver request.

2.9.2. Basic and instructor re-qualification may be conducted simultaneously on a case-by-case basis. Initiate a waiver request and include proposed training events to regain instructor status. When used, the unit will compare re-qualification syllabus and instructor syllabus and provide a recommendation of training events in the request to include an instructor evaluation.

Chapter 3

MISSION READY TRAINING

3.1. Description. This chapter establishes minimum criteria and training requirements for attaining Mission Ready (MR) status. Except where specifically stated, units may arrange mission sequence or sequence of items as necessary to use flying training hours effectively and accomplish the unit mission.

3.2. Time Periods for Certification Training. Crewmembers will complete mission qualification training as specified in [paragraph 1.7](#) and [Table 1.1](#) or as specified in MAJCOM supplements. Completion of all ground training requirements in [Table 3.1](#) and flying training requirements in [paragraph 3.4](#) will result in a crewmember being Mission Ready (MR).

3.3. Ground Training (GT) Requirements. All crewmembers will accomplish events in [Table 3.1](#). All ground training will be completed before certification in the unit operational mission (not applicable for senior officers or staff officers maintaining BAQ).

3.3.1. GT accomplished during mission qualification establishes due dates for subsequent continuation training. Completion of Combat Survival Training (SS20 or SS22), Water Survival Training (SS32), and Life Support Equipment Training (LL06) during formal school establishes the due date (based on date of first completed course) for recurring Combat Survival (SS02) and Water Survival (SS05) training. Completion of SS20 establishes the due date for recurring Law of Armed Conflict (G100) and Force Protection (G110) training.

3.3.2. Any DoD component approved equivalent training meets the requirement for G005, G006, G280, SS02, SS03, and SS05. For example, a Marine pilot may take credit for completing Navy Water Survival and the completion date of that event will be used to establish the date next due for SS05.

Table 3.1. Mission Qualification GT Requirements.

Code	Event	Notes
G002	Aircraft Marshaling Training and Examination	1, 2, 8
G005	Flight Physical	1, 8
G006	Physiological Training	1, 8
G010	CBRN Defense Training	5, 7
G060	Tactics	3, 9
G080	Communications Procedures	3, 9
G090	Anti-Hijacking	5
G100	Law of Armed Conflict (LOAC)	

G110	Force Protection	5,7
G120	ISOPREP Review	3, 5, 7
G130	Instrument Refresher Course (IRC)	2
G182	Hazardous Cargo	3, 9
G231	Initial CRM Training	2
G240	CRM simulator	2
G280	Small Arms Training	3, 9
LL01	Life Support Familiarization Training	1, 8
LL03	Emergency Egress Training, Non-Ejection	1, 2, 8
LL04	Aircrew Chemical Defense Training (ACDT)	3, 4, 7, 9
LL05	Egress Training, non-ejection, w/ACDE	3, 4, 7, 9
LL06	Life Support Equipment Training	2, 8
SS01	Local Area Survival	8
SS02	Combat Survival Training	3, 5, 6, 9
SS03	Conduct After Capture	3, 5, 6, 9
SS05	Water Survival Training	5, 6

Notes:

Previously certified and qualified mission-ready crewmembers transferring between units only need G002, G120 and any applicable events in which they have lost currency.

1. Mandatory grounding item after expiration date; individual will not fly until required training is accomplished. SS01 and LL01 must be accomplished before the first flight after Permanent Change of Station (PCS).
2. Events may be accomplished at formal school or in-unit.
3. Formal schoolhouse instructors must be current in these items before flying an operational mission.
4. Not applicable in units not equipped.
5. Flight Surgeons on mobility status accomplish these events.
6. This refresher training is based on the date initial training (SS20 or SS22/SS32) was accomplished and is independent of aircraft and assignment. Accomplish IAW AFI 11-301 *Aircrew Flight Equipment (AFE) Program*.
7. Required prior to OCONUS missions.
8. Required prior to first flight in aircraft.
9. Applicable when required to accomplish assigned employment mission.

3.4. Flying Training Requirements:

3.4.1. BAQ. Crewmembers pursuing MR status will accomplish FTL D (see [paragraph 4.4](#)) continuation training requirements. Upon completion of mission certification training, crewmember's training levels will be changed as appropriate and prorated from the date mission certification status was gained.

3.4.2. After arrival at duty station, crewmembers must receive a local area briefing and a supervised local orientation flight. Crewmembers must accomplish all appropriate items in [Table 3.1](#) annotated with Note 1 before this flight.

3.4.3. Crewmembers must complete the following flying training requirements prior to being certified mission-ready:

3.4.3.1. Local or unit orientation training flight (with an instructor).

3.4.3.2. Mission observation flight (with an instructor).

3.4.3.3. Operational mission (with an instructor).

3.4.4. Complete Aircrew Chemical Defense Task Qualification Training (ACDTQT, P280) prior to flying OCONUS missions when units are appropriately equipped.

Chapter 4

CONTINUATION TRAINING

4.1. Description. This chapter establishes the minimum flying and related GT requirements to maintain currency. The unit commander will ensure crewmembers receive sufficient continuation training to maintain individual proficiency.

4.2. Aircrew Status. C-12 crewmembers are assigned MR, BMC, BAQ, or Non-Mission Ready status (NMR).

4.2.1. MR. For Status of Resources and Training System (SORTS), operational tasking, and deployments, a MR crewmember is defined as one who is available, current and qualified or certified in the unit's mission (completed mission qualification/certification training). FTU instructors must be qualified in the training unit mission before performing instructor duties.

4.2.1.1. Crewmembers must be current in all ground and flying training events, except special mission qualification events that will not adversely impact the unit's wartime mission.

4.2.2. BMC. A non-mission-ready crewmember assigned to MAJCOM headquarters, numbered Air Force (NAF), Tanker Airlift Control Center (TACC), Air Mobility Warfare Center (AMWC), Contingency Readiness Wing (CRW), Air Mobility operations group (AMOG), formal schoolhouse, or direct reporting unit who has satisfactorily completed mission qualification training and does not maintain MR status, but maintains familiarization in the command or unit operational mission. The crewmember may maintain qualification in some aspects of the unit mission and is able to attain full qualification in the unit mission within 45 days. See note after [paragraph 4.3.2.1](#) for Training Level requirement. BMC crew-members may log instructor or evaluator time for the portion of the mission for which they are current and qualified. Otherwise, they will log Flight Qualified Pilot (FP) time.

4.2.3. BAQ. A pilot that has satisfactorily completed initial qualification training and is qualified to perform aircrew duties in the unit aircraft.

4.2.4. NMR. An individual who is non-current or unqualified in the aircraft, incomplete in required continuation training, or not certified to perform the unit mission is a NMR crewmember.

4.2.4.1. If a crewmember is NMR for failure to complete required continuation training, OG/CC has two options:

4.2.4.1.1. Waive the required training in accordance with [paragraph 4.9.1](#) or [4.9.2](#). The individual remains on MR status.

4.2.4.1.2. Place the crewmember in supervised status according to [paragraph 4.2.4.2](#).

4.2.4.2. If the crewmember is NMR for failure to maintain currency per [paragraph 4.9.1](#), place the crewmember in supervised status for that event (individual flies with an instructor of like specialty) until required training is accomplished. **EXCEPTION:** Non-current crewmembers may fly unsupervised on local, routine, and non-contingency

missions on which events in the delinquent category are not accomplished (OG/CC approval not required).

4.2.5. In addition to the above, MR, BMC, and BAQ crewmembers must have accomplished and/or maintained the requirements in AFI 11-202, Volume 1 for their respective status, as well as all events listed in the applicable ground and semiannual flying continuation tables.

4.3. Training Levels.

4.3.1. The Unit/CC determines the TL (see [paragraph 1.4.6.2](#)) before each semiannual period. Assign new unit crewmembers a TL during in-processing. Base the TL on experience and proficiency. Crewmembers may be assigned a TL that is more restrictive, but never less restrictive, than the requirements under this paragraph.

4.3.2. Flying Training Levels (FTL):

4.3.2.1. FTL A--Highly experienced crewmembers with a minimum of 120 gate months (or equivalent for non-AF pilots) and a minimum 1,500 total flying hours. This may include MR or NMR MAJCOM headquarters, FTU instructors, NAF personnel, Wg/CC, OG/CC, and Unit/CC, operations officers, OG-level evaluators, and any instructors assigned primarily to staff duties. **NOTE:** NMR crewmembers assigned to MAJCOM headquarters, NAF, or a direct reporting unit are categorized as BMC and assigned to FTL A and GTL 4. In addition to GTL 4 requirements, these individuals must also accomplish annual CRM training requirements. These individuals may fly unsupervised on training missions provided they are current and qualified. They require instructor supervision on all other missions. If refresher SIM training requirements are not met, the individual must fly with an instructor of like specialty unless waived (see [paragraph 4.9](#)).

4.3.2.2. FTL B--Experienced, mission ready crewmembers with a minimum of 60 gate months (or equivalent for non-AF pilots) and a minimum of 750 total flight hours.

4.3.2.3. FTL C--MR crewmembers.

4.3.2.4. FTL D--BAQ crewmembers. Designated primarily for individuals pursuing MR status after initial qualification training.

4.3.2.5. FTL E--BAQ, non-instructor staff (may include senior officers, MAJCOM, and NAF individuals that are not maintaining MR or instructor status). FTL E requirements are insufficient for MR status. Crewmembers assigned to FTL E will fly with an instructor of like specialty at all times.

4.3.3. Ground Training Levels (GTL):

4.3.3.1. GTL 1--Highly experienced crewmembers with a minimum of 120 gate months (or equivalent for non-AF pilots) and a minimum 1,500 total flying hours.

4.3.3.2. GTL 2--Experienced crewmembers with a minimum of 60 gate months (or equivalent for non-AF pilots) and a minimum of 750 total flight hours.

4.3.3.3. GTL 3--Crewmembers not meeting the time or flight hour requirements of GTL 1 or GTL 2 or the definition of GTL 4.

4.3.3.4. GTL 4--NMR senior officers, staff officers, and those not required to maintain MR status.

4.3.4. Change of FTL or GTL. Once the semiannual period begins, personnel should not be moved to a level requiring fewer events. **EXCEPTION:** BAQ crewmembers may be placed in a different FTL any time after attaining MR status or completion of upgrade to next higher crew position. Prorate events IAW [paragraph 4.8](#) upon changing training levels.

4.4. Training Events/Tables. Standardized ARMS training event identifiers and descriptions are located in [Chapter 7](#). Unit defined events will be designated “X” events (i.e. X020).

4.4.1. Crediting Event Accomplishment:

4.4.1.1. In addition to events accomplished on training and operational missions, those flight events accomplished on a satisfactory qualification, mission qualification, specialized mission qualification, or requalification evaluation may be credited towards the individual’s currency requirements and to establish subsequent due dates.

4.4.1.2. Crewmembers who are unqualified in the aircraft due to an unsatisfactory flight evaluation will not log continuation training requirements for events graded Q-3 IAW AFI 11-2C-12, Volume 2, *Aircrew Evaluation Criteria*, until re-qualified.

4.4.1.3. Make-up training (ground or flying) is creditable towards the new training period.

4.4.1.4. Simulator Credit for Training Events. Crewmembers may credit events accomplished in the SIM unless otherwise specified by the respective event description in [Chapter 7](#) or [Table 4.4](#). SIM events may be credited for currency events in [Table 4.4](#). Pilots may maintain or regain currency events accomplished in the SIM. Pilots assigned to FTL C, D, or E may log no more than half of their semiannual events in the simulator. Instructor upgrade simulator training may be credited for annual refresher simulator.

4.4.1.5. Instructor Training Requirements and Responsibilities. Instructors and flight examiners may credit 50% of their requirements while instructing or evaluating. **EXCEPTION:** Instructor and flight examiner pilots may not credit any takeoffs or landings flown by another pilot.

4.5. Continuation Training Requirements.

4.5.1. Ground Continuation Training Requirements. Crewmembers will comply with requirements of [Table 4.1](#) and [Table 4.2](#)

4.5.1.1. Failure to accomplish events in [Table 4.1](#) will result in non-mission ready status. See [paragraph 4.9](#) for regaining mission ready status.

4.5.1.1.1. Local training missions may be flown before completing all MR items, provided Flight Physical (G005), Physiological Training (G006), Life Support Familiarization Training (LL01), Emergency Egress Training (LL03), and Marshaling Exam (G002) are accomplished.

4.5.1.2. Failure to complete mobility training requirements in [Table 4.2](#) will not result in non-mission ready status but may restrict member from certain missions.

4.5.1.3. Ancillary training events do not affect mission ready status nor restrict crewmembers from any mission.

4.5.1.4. Crewmembers may accomplish GT events while TDY. Individuals are responsible for reporting accomplished training to their unit of attachment ARMS office.

4.5.1.5. Flight Surgeons shall comply with requirements of [Table 4.3](#)

4.5.1.6. Record all training events in the ARMS database.

4.5.1.6.1. Combined events may have only one consolidated ARMS entry.

4.5.1.6.2. One-time events in the ARMS database need not be maintained on the individual currency report.

Table 4.1. Ground Continuation Training Requirements.

Code	Event	GTL 1	GTL 2	GTL 3	GTL 4	Notes
G002	Marshalling Exam	24 mo	24 mo	24 mo	24 mo	
G005	Flight Physical	455d	455d	455d	455d	1, 4
G006	Physiological Training	5Y	5Y	5Y	5Y	1, 4
G060	Tactics	A	A	A		3, 5, 8,
G080	Communications Procedures	A	A	A		3, 5, 7
G090	Anti-Hijacking	B	B	B		8
G130	Instrument Refresher Course	12 mo	12 mo	12 mo	12 mo	6
G182	Hazardous Cargo Training	T	T	T		5, 8, 9
G230	CRM Refresher Academics	A	A	A	A	8
G240	CRM SIM	A	A	A		2, 8
G250	Refresher SIM	A	A	A		8
LL03	Emergency Egress Training	A	A	A	A	1
LL06	Aircrew Life Support Equipment (ALSE)	A	A	A	A	3, 8, 10
SS02	Combat Survival Training, High Threat	T	T	T		3, 5, 8
SS05	Water Survival Training	T	T	T		3, 8

NOTES:

A-Annual, T-Triennial, S-Semiannual Y-Year, mo-months

1. Mandatory grounding item on expiration date. Individual will not fly until required event is accomplished.
2. CRM SIM training is accomplished during the mission-oriented SIM training (MOST) in refresher SIM (G250).
3. Required for FTU instructors before flying JOSAC missions.
4. See event description in **Chapter 7** for additional information on currency requirements.
5. Applicable when required to accomplish assigned employment mission. G060: MAJCOM/A3/DO may establish frequency for Tactics, but not less than annual.
6. Must be completed by the end of every fourth quarter after completion IAW AFMAN 11-210, Instrument Refresher Course Program (IRP).
7. OG/CC may approve an extension of up to six months.
8. The OG/CC is the waiver authority for this event.
9. With Unit/CC (or designated representative) approval, an individual NMR for failure to complete Hazardous Cargo Training (G182) may fly unsupervised on local training missions not requiring the overdue event.
10. LL06 should be accomplished in conjunction with SS02, LL03, or SS05. See **Chapter 7**.

Table 4.2. Mobility Training Requirements.

Code	Event	GTL 1	GTL 2	GTL 3	GTL 4	Notes
G010	CBRN Defense	B	B	B		6
G100	Law of Armed Conflict	A	A	A		
G110	Force Protection	A	A	A		
G120	ISOPREP review	180d	180d	180d		2, 5
G280	Small Arms Training	24 mo	24 mo	24 mo		6, 8, 9
G284	Explosive Ordnance Reconnaissance Training	B	B	B		6
LL04	Aircrew Chemical Defense Training	B	B	B		3, 4, 6, 7
SS03	Conduct after Capture	T	T	T		6, 7
SS07	Contingency SERE Indoctrination	AR	AR	AR		1, 6, 7, 10

NOTES:

A-Annual, AR-As Required, B-Biennial, T-Triennial

1. Requirement established by MAJCOM

2. G120 currency expires 180 days from last accomplishment.
3. LL04 may include LL05 (ACDE) for MR crewmembers.
4. Not applicable for aircrews in units not equipped to perform P280 ((Aircrew Eye/Respiratory Protection System (AERPS) or similar gear)).
5. See event description in **Chapter 7** for additional information on currency requirements.
6. Applicable when required to accomplish assigned employment mission.
7. The OG/CC is waiver authority for this event. See para **4.9.2**.
8. Required for FTU instructors before flying JOSAC missions.
9. G280 currency expires two years from date of accomplishment.
10. (SERE) - Survival Evasion Resistance Escape.

Table 4.3. Flight Surgeon Ground Continuation Training Requirements.

Code	Event	Frequency	Notes
G005	Flight Physical	12mo	1, 4, 5
G006	Physiological Training	5Y	1, 4, 5
G010	CBRN Defense Training	B	2
G090	Anti-Hijacking	T	2, 6
G110	Force Protection	A	2
G120	ISOPREP Review	180d	2, 3, 4
LL03	Emergency Egress Training	A	1, 5
LL06	ALSE	T	6, 7,
SS02	Combat Survival	T	2, 6
SS05	Water Survival	T	2, 6

NOTES:

A-Annual, B-Biennial, C-Check Cycle, T-Triennial, d-days

1. Mandatory grounding item.
2. Flight Surgeons without a mobility requirement do not need to accomplish this training.
3. G120 currency expires 180 days from date of accomplishment.
4. See event description in **Chapter 7** for additional information on currency requirements.
5. Flying units with attached (not assigned) flight surgeons are only required to track the following events in ARMS: LL03, G005, G006, SS02, and SS05.
6. The OG/CC is waiver authority for this event. See para 4.9.2.
7. LL06 should be accomplished in conjunction with SS02, LL03, or SS05.

4.5.2. Flying Continuation Training Requirements. **Table 4.4** lists standardized flying continuation training requirements.

4.5.2.1. Dual-Seat Qualification. All C-12 pilots are dual seat qualified, and may accomplish training events in either seat.

4.5.2.2. Senior Officers and Crewmembers Maintaining BAQ with an AF Form 8, *Certificate of Aircrew Qualification*, shall maintain a minimum FTL E continuation training requirement and GTL 4. For annual SIM refresher course (G250) attempt to schedule the Senior Officer if possible. If not, ensure that the Senior Officer is afforded all the training in the aircraft that would have been accomplished in the SIM. Provide this training on a local sortie, not on a mission. Include approaches, transition work, and all applicable CRM, Emergency and mission orientation briefings. Instructors will log annual CRM refresher (G230) and SIM refresher course (G250) for the Senior Officer upon completion of the local training flight. In addition to always flying with an instructor of like specialty, FTL E senior pilots must be current in takeoffs, landings, and instrument approaches before carrying passengers.

4.5.2.3. Currency Credit Permitted for Evaluation. Credit individual flying requirements for each item satisfactorily completed on a recurring instrument, qualification, or mission evaluation.

Table 4.4. Semiannual Flying Continuation Training Requirements.

Code	Event	MP/IP/EP						Other						Notes
		A	B	C	D	E	C U R	A	B	C	D	E	C U R	
M010	Proficiency Sortie	2	2	2	2			4	4	5	6			
M020	Unit Specific Training Sortie	1	1	1	1			1	1	1	1			5
M050	Tactical Proficiency Sortie	1	1	1	1			1	1	1	1			1, 5, 6
M110	Threat Scenario Sortie	1	1	1	1			1	1	1	1			1, 5, 6
P020	Takeoff	12	18	24	30	6	M	12	18	24	30	6	M	7
P040	Simulated Engine	2	2	2	2			2	2	2	2			

	failure after takeoff													
P070	Instrument approach	6	12	16	20	6	<i>M</i>	16	20	26	30	6	<i>M</i>	
P090	Instrument approach manual (Autopilot disengaged prior to FAF)	4	5	6	7			4	5	6	7			
P100	Precision approach	6	6	8	10	2		8	10	13	15	2		
P110	Nonprecision approach	6	6	8	10			8	10	13	15			
P116	NDB Approach	2	2	2	2			2	2	2	2			
P117	GPS Approach	2	2	2	2			2	2	2	2			
P130	Circling	2	2	2	2			2	2	2	2			
P140	Visual Approach	2	2	2	2			2	2	2	2			
P150	Missed approach	2	3	3	3			2	3	3	3			
P170	Approach and GA (sim eng-out)	2	3	3	3			2	3	3	3			
P180	Approach and landing (sim eng-out)	2	2	2	2			2	2	2	2			
P190	Landing	12	18	24	30		<i>M</i>	12	18	24	30	6	<i>M</i>	7
P192	Landing night	2	2	2	2		<i>Q</i>	2	2	2	2		<i>Q</i>	4, 7
P270	SECURE RADIO operations	2	2	2	2			2	2	2	2			2, 3
P271	Authentication procedures	1	1	1	1			1	1	1	1			2, 3
P280	ACDTQT	A	A	A	A			A	A	A	A			2, 3
RS00	Tactical Arrival	1	1	1	1			1	1	1	1			1, 5, 6
RS06	High Altitude Tactical Arrival	1	1	1	1			1	1	1	1			1, 5, 6

RS16	Low Altitude Tactical Arrival	1	1	1	1			1	1	1	1			1, 5, 6
RS20	Tactical Departure	1	1	1	1			1	1	1	1			1, 5, 6
RS26	High Altitude Tactical Departure	1	1	1	1			1	1	1	1			1, 5, 6
RS36	Low Altitude Tactical Departure	1	1	1	1			1	1	1	1			1, 5, 6

NOTES:

A-Annual, M-Monthly, Q-Quarterly

1. Requirement is for Aircraft Commander and above. Authorized for FP in training for or certified in tactical arrival and departure (TAD). Once certification is complete, FP incurs the semiannual requirement.
2. Units with appropriately equipped aircraft.
3. Perform in conjunction with LL04 when practicable.
4. PACAF assigned and gained units in Alaska may substitute “180d” for “Q”
5. Requirement determined by MAJCOM.
6. Only applicable to crewmembers certified for these maneuvers.
7. SIM credit for this event is only allowed for pilots assigned FTL A or B.

4.6. Flight Surgeon Continuation Flying Requirements. Flight surgeons will comply with AFI 11-202, Volume 1.

4.7. Training Period. Continuation training program is based on static 6-month periods (1 January – 30 June and 1 July – 31 December). MAJCOM may adjust training periods based on unique mission requirements.

4.8. Proration of Training. AFI 11-202 Volume 1 describes proration of training requirements for crew-members not available for flying duties. In addition, prorate training for non-availability due to contingency alerts and contingency TDYs when the contingency precludes training for certain mission events.

4.8.1. Use this formula to determine training requirements: number of months available times the event volume divided by the number of months in the training period. Round down to the nearest whole number, but not less than 1 (e.g. 5.6 rounds to 5).

4.8.1.1. Use **Table 4.5** to determine the number of months available. Prorate only if absence is at least 15-cumulative days.

4.8.1.2. When an individual has a PCS during the training cycle to a unit flying the same model aircraft and enters the same FTL or lower, credit training accomplished at the previous base. Prorate training requirements based on the time available (e.g., time at former base, plus time at new base, minus number of days not available) during the training period. Time available starts 7-days after sign-in for continental United States (CONUS), 14-days after sign-in for OCONUS or on the date of actual accomplishment of

the first training event, whichever occurs first. Subtract previous accomplishments from the prorated total to determine remaining requirements.

4.8.2. Units may also prorate requirements for individuals changing training levels.

Table 4.5. Individual Availability.

Days Available	Months Available
0-15	0
16-45	1
46-75	2
76-105	3
106-135	4
136-165	5
> 166	6

4.9. Failure to Complete Continuation Training Requirements. Declare individuals NMR if they fail to complete ground or semiannual flying continuation training requirements. The following guidance applies:

4.9.1. Flight Training. At the end of each training period, the Unit/CC will review ARMS products for those crewmembers who failed to accomplish all required flying training events (includes all events listed in the flying continuation training tables). The Unit/CC will either direct training necessary for the individual to regain MR status or request OG/CC waiver. The same flying training events will not be waived for two consecutive training periods. Events denoted with a specific period of time (monthly, quarterly, or maximum days between accomplishments) in the currency (CUR) column of **Table 4.4** may only be waived under extreme circumstances and only at the MAJCOM level.

4.9.1.1. Loss of Currency. Place individuals delinquent in any flying currency event in supervised training status for that event and declare them NMR. Crewmembers are non-current the day after event currency expires; (i.e., a crewmember that accomplished an event with monthly currency on 1 September becomes non-current on 1 November).

4.9.1.2. Regaining Currency.

4.9.1.2.1. For loss of currency up to 6 months. A crewmember must demonstrate proficiency in the aircraft with an instructor in all delinquent items. Crewmembers non-current for up to 6-months will maintain their current training level (no training folder required).

4.9.1.2.2. For loss of currency exceeding 6 months. For flying currency events identified in **Table 4.4**, the crewmember is unqualified in the aircraft and must complete requalification training and an aircrew evaluation.

4.9.2. The OG/CC or equivalent may waive ground continuation training events identified in **Table 4.1**, **Table 4.2**, and **Table 4.3**. The decision to grant a waiver will be based on the individual crewmember's experience and proficiency level (i.e. waivers will not be based on a crewmember's availability). OG/CC will determine the allowable time period of the waiver. Do not waive events that degrade mission accomplishment.

4.9.3. Individual's non-current in Hazardous Cargo Training (G182) may fly unsupervised on missions that do not transport hazardous cargo.

Chapter 5

IN-UNIT UPGRADE TRAINING

5.1. First Assignment UPT Graduate to Flight Pilot.

5.1.1. FP qualification is based on the pilot having gained the knowledge and judgment required to effectively accomplish the unit's missions. Commanders shall ensure FP candidates have an adequate knowledge of systems, procedures, and instructions prior to FP qualification.

5.1.2. C-12 FP upgrade training shall include:

5.1.2.1. Local orientation/training flight(s) IAW MAJCOM-approved pilot training guide.

5.1.2.2. Flight Evaluation

5.1.3. On completion of FP evaluation, pilots enter mission qualification training per [Chapter 3](#).

5.2. Aircraft Commander (MP) Qualification.

5.2.1. MP certification is based on the pilot having gained the knowledge and judgment required to effectively accomplish the unit's missions. Commanders shall ensure MP candidates have an in-depth knowledge of systems, procedures, and instructions prior to MP certification.

5.2.2. Use MAJCOM-approved pilot training guide.

5.2.3. On completion of MP training, MP candidates may be administratively upgraded. Pilots will not be designated pilot in command until certified as an aircraft commander by the unit commander.

5.2.3.1. This training folder is not subject to in-unit training time limitations listed in [Table 1.2](#)

5.2.3.2. Tracking and grading of specific flight maneuvers on AF IMT 4024, *Aircrew Training Progress Report*, is not required.

5.2.3.3. Instructor/evaluator pilots are responsible for providing training documentation and recommendations after all periods of instruction. Aircraft commanders are responsible for providing documentation and recommendations after missions as directed by squadron leadership.

5.2.3.4. Unit Training office. Unit training office will ensure IPs complete required training documentation and ensure training folder reviews are completed as necessary.

5.2.4. Pilots must meet prerequisites in [Table 5.1](#) prior to MP certification.

Table 5.1. MP Upgrade/Certification Prerequisites.

From	To	Prerequisites	<i>Notes</i>
FP	MP	<ul style="list-style-type: none"> • Unit CC recommendation • Unit MR status • Flying hours (Total/PAA): 400 / 200 (or) 700 / 100 (or) 1000 / 50 	1, 2, 3
<p>NOTES:</p> <ol style="list-style-type: none"> 1. Upgrade ends when unit commander certifies pilot as an Aircraft Commander. Flight evaluation is optional. 2. Units shall document MP qualification on AF Form 8. See AFI 11-2C12V2 <i>Aircrew Evaluation Criteria</i> Administrative Upgrade. 3. Only a previously certified Aircraft Commander (any aircraft) is eligible to upgrade using the 1000 / 50 flying hours requirements criteria. In addition, the 1000 total flying hours requirement must be fixed-wing time. 			

5.3. Aircrew Instructor Program. Course is designed to teach selected crewmembers fundamentals and concepts of instructing. Instructor candidates will be selected based on experience, judgment, ability to instruct, flying skill, and technical knowledge. Course syllabus shall be approved by MAJCOM training.

5.3.1. Instructor upgrade candidates will complete an instructor preparatory course (IPC). IPC teaches instructor candidates principles and methods of instruction and may be taught at a formal school house or locally for in-unit upgrades. Each unit IPC program must be approved by AFMC/A3V. Previously qualified military instructor pilots (any MDS) do not require IPC.

5.3.2. In-unit instructor upgrade should only be used if formal school course quotas are not available. Request for in-unit upgrade must be processed IAW **paragraph 1.5**. In-unit instructor upgrade syllabus must be MAJCOM approved with a copy sent to AFMC/A3V.

5.3.3. Syllabus Requirements.

5.3.3.1. Ground Training. An instructor must be thoroughly familiar with aircraft systems and equipment, normal and emergency operating procedures, prohibited maneuvers, and aircraft performance under all conditions of flight. Instructor candidates will demonstrate knowledge by organizing and conducting ground briefings on a cross-section of subjects from applicable directives. Briefings may be conducted as part of the existing continuation training or flying safety program, but the briefing must be critiqued by a same crew position instructor for content, organization, and delivery.

5.3.3.1.1. The instructor candidate shall know how to utilize training documentation described in [Attachment 2](#).

5.3.3.2. Flying Training. IP candidates may occupy either seat during training. Emphasis will be on right-seat proficiency, maneuver techniques, practice instruction, CRM principals, practical emergency situation set-up, and operating aircraft systems. A minimum of one touch and go landing should be accomplished in the left seat, emphasizing the differences in cockpit layout and aircrew duties that affect left seat instructing.

5.3.3.2.1. If at any time during the flight, the judgment or proficiency of a student at the controls raises a question in the instructor's mind as to the student's ability to complete a prescribed maneuver safely, the instructor will take over the controls of the aircraft immediately. The instructor should then explain and demonstrate proper methods of conducting the maneuver prior to the student resuming control of the aircraft.

5.3.4. On completion of instructor qualification training, IP candidates will be validated by an evaluation and a certification board. Pilots will not be IP coded until certified by the unit commander.

5.4. Flight Examiner Certification. Unit/CC will recommend instructors for flight examiner certification. Instructors identified for certification as flight examiners must possess satisfactory knowledge of MAJCOM training and evaluation policies and procedures and the ability to administer an evaluation according to AFI 11-2C-12, Volume 2.

5.4.1. Flight examiner candidates will complete a flight examiner certification course. Unit/CC may waive this requirement if the candidate is a previously qualified flight examiner (any MDS). Certification course will include, but is not limited to the following:

5.4.1.1. Observation of qualified examiners conducting a cross-section of evaluations, to include techniques used to evaluate aircraft systems and flight directive knowledge.

5.4.1.2. Receive a briefing on command policies and interpretations of AFI 11-202, Volumes 1 and 2, AFI 11-2C-12, Volumes 1 and 2, and MAJCOM supplements.

5.5. Special Qualifications. Functional check flight (FCF) pilots will be selected from highly qualified instructors. The candidate will complete a review of T.O. 1C-12 (appropriate model)-6CF-1 and he or she will complete a MAJCOM-approved written examination. The candidate will fly as copilot on a minimum of one FCF prior to unit commander certification.

Chapter 6

AIRCREW TRAINING SYSTEM (ATS)

6.1. Description. ATS contractors may provide academic and SIM training. The Air Force or ATS contractor can provide flight training. Air Force evaluator pilots normally administer end-of-course evaluations but qualified ATS evaluators may conduct evaluations if necessary.

6.2. Applicability. This chapter applies to all crewmembers attending formal schools using ATS courseware. AFMC/A3V manages the content of C-12 contractor provided training. Students do not have the authority to levy requirements on ATS contractors.

6.3. Dedicated Training Time. It is imperative that students complete their training in a timely manner. Students will enroll on a full-time basis. Relieve students of duties not directly related to training. **EXCEPTION:** Supervisory personnel may continue supervisory duties as time permits.

6.4. ATS Course Prerequisites. Each ATS course is designed and based on student prerequisites being met. Prerequisites may include a minimum number of flying hours, unit operations officer recommendation, and completion of applicable training guides. Consult the course summary document and ETCA to determine student entry level for each course.

6.5. Lesson Objectives.

6.5.1. Lesson Objective Development. All objectives must meet requirements of Instructional Systems Development (ISD) process as defined in Air Force Handbook (AFH) 36-2235, *Information for Designers of Instructional Systems*.

6.5.2. Lesson Objective Description. These are subject to changes in the contract and/or the formal course syllabus as applicable.

6.5.3. Lesson Objective Use. Instructors and examiners use lesson objectives as a reference document to establish training and evaluation standards. Submit recommended changes through MAJCOM channels.

6.5.4. Course Material. All student guides, training guides, line development guides, etc., will be provided by the ATS contractor. Local procedures will be developed by unit training offices to ensure that students bring the current version of the course material to the start of each class.

6.5.4.1. CRM Training:

6.5.4.1.1. CRM Development. CRM trains crewmembers to cope with potential problems in human behavior affecting aircrew performance. Documented studies of aircraft accidents and additional data suggests most human behavior problems observed among aircrews could be grouped into six categories: communication, situational awareness, team leadership, mission analysis, decision-making process, and stress management.

6.5.4.1.2. CRM Program. CRM is presented on a recurring basis throughout the ATS. Introduction to CRM is presented during initial qualification training and is embedded in recurring phase training.

6.6. Unsatisfactory Student Progress.

6.6.1. If a student's training progress is unsatisfactory, the contractor will notify the government representative. Following review of the student's record, the government representative will determine whether to continue or terminate training.

6.6.2. The contractor will provide written feedback to the unit commander or training office for students who display substandard performance.

6.6.3. Remediation Procedures. The contractor and contracting officer must receive prompt notification of unsatisfactory performance following a contracted course. Local procedures must ensure that notification is completed within 24 hours of failure to complete a course and within 48 hours after return to home station for OCONUS units. Remediation subsequent to a failed course completion may be the contractor's responsibility, Air Force's responsibility, or a joint responsibility, depending on the nature of failure. In every case, close coordination is required to achieve maximum trainee progress.

6.7. Courseware Changes. Submit courseware changes through appropriate MAJCOM channels to AFMC/A3V.**6.7.1. Master Task List (MTL) and Evaluation Standards Document (ESD).**

6.7.1.1. MTL/ESD Purpose. The MTL/ESD provides the basis for courseware development. The MTL/ESD, as approved by HQ AFMC/A3V, is the evaluation criteria for validating a crewmember's performance. Flight examiners and instructors who evaluate or train crewmembers will use the MTL/ESD to determine the ability of an individual to meet the performance levels required to be mission qualified.

6.7.1.2. MTL/ESD Use. The MTL/ESD will be used by instructors and flight examiners in the training and evaluation of crewmembers. Submit recommended changes through MAJCOM training channels to AFMC/A3V using an approved quality assurance change proposal (QACP) process. Changes to the MTL/ESD frequently result in changes to associated courseware.

6.8. Scheduling. MAJCOM POC will notify registrar NLT 30 days prior to class start date if unable to fill assigned slot. Student name changes within 21 days of class start date will be evaluated on a case-by-case basis and only be approved by the registrar.**6.9. Aircraft Flights for ATS Training Instructors.** Contractor personnel may fly according to the terms of the current government contract, and must have a valid FAA Class 2 physical and comply with applicable DoD and AFI guidance.

Chapter 7

ARMS IDENTIFIERS AND COURSE DESCRIPTIONS

7.1. Description. ARMS event identifiers are standardized for mobility crewmembers.

7.2. Academic “A” Identifiers.

7.2.1. **A001 Initial Qualification Academic Course**

7.2.2. **A002 Aircraft Commander Upgrade Qualification Academic Course (ACA)**

7.2.3. **A003 Senior Staff Orientation Course**

7.2.4. **A004 Senior Staff Qualification Course**

7.2.5. **A010 Instructor Academic Training.**

7.2.6. **A017 Regulation/Directive Knowledge/Use**

7.2.7. **A034 Requalification Course**

7.2.8. **A060 Flight Examiners Course**

7.3. Ground “G” Events.

7.3.1. **G002 Aircraft Marshalling Training and Examination.** Ensures crewmembers understand proper marshalling procedures and airport markings, lights, and signs to prevent aircraft taxi incidents. Review AFI 11-218, *Aircraft Operations and Movement on the Ground*, and administer a 20-question test.

7.3.1.1. **OPR:** FTU and Unit Stan/Eval

7.3.2. **G005 Flight Physical.** IAW AFI 44-170, *Preventative Health Assessment*, An AF Form 1042, *Medical Recommendation for Flying*, issued in conjunction with PHAs will be valid for the entire green and yellow periods (12 months plus 90 days; 455 days total). The PHA is green for 365 days; turns yellow (due) on day 366, and turns red (overdue) 90 days later on day 456.

7.3.3. **G006 Physiological Training.** IAW AFI 11-403, *Aerospace Physiological Training Program*. Currency expires 5 years after the last day of the month in which accomplished. Example: if training was accomplished 19 Oct 1998, training is due not later than 31 Oct 2003. Aircrew who have more than 20 years flying service and have completed two or more refresher physiological courses are exempted from recurring chamber flights but must receive refresher academics every 5 years.

7.3.4. **G010 CBRN Defense Training.** Trains crewmembers to successfully survive and fight in a Chemical, Biological, Radiological, Nuclear environment while wearing ground crew individual protective equipment. G284, Explosive Ordnance Recognition (EOR) training must be completed prior to attendance of G010. Units may combine this training with LL04 (Aircrew Chemical Defense Training), provided both aircrew and ground ensembles are fully covered.

7.3.4.1. **OPR:** Civil Engineering Readiness Flight (disaster preparedness personnel).

7.3.5. **G060 Tactics.** Provides the crewmember with information necessary for effective and successful execution of the unit's assigned employment mission. Courseware is developed locally and should teach crews to execute in high threat environment.

7.3.5.1. **OPR:** Unit/CC designated.

7.3.6. **G080 Communications Procedures.** Ensures crewmembers possess a thorough knowledge of all communication and Communications Security (COMSEC) requirements. This course includes detailed discussion of equipment operation, procedures, and training requirements applicable to peacetime and wartime communications operations. Also included: The proper use, protection, disposition, and accountability of COMSEC aids. Cover the following subjects (as applicable), Single Integrated Operations Plan (SIOP); COMSEC user requirements (See AF IMT 4168, *COMSEC Responsible Officer and User Training Checklist*).

7.3.6.1. **OPR:** COMSEC responsible officer (CRO), or ATS instructors (if included in ATS contract).

7.3.7. **G090 Anti-Hijacking.** Provides aircrews with training on US Air Force policy and guidance on preventing and resisting aircraft piracy (hijacking). This training will meet requirements in AFPD 16-8, *Arming of Aircrew, Mobility, And Oversea Personnel* and AFI 31-207, *Arming and Use of Force by Air Force Personnel* and is designed to supplement training requirements in AFI 36-2226, *Combat Arms Program*.

7.3.7.1. **OPR:** Unit/CC designated.

7.3.8. **G100 LOAC Rules of Engagement (ROE).** See requirements in AFPD 51-4, *Compliance with the Law of Armed Conflict* and AFI 51-401, *Training and Reporting to Ensure Compliance with the Law of Armed Conflict*.

7.3.8.1. **OPR:** Unit/CC designated.

7.3.9. **G110 Force Protection.** Provides detailed guidance for reporting and preventing terrorist activity. Course will cover introduction to terrorism, terrorist operations, individual protective measures, terrorist surveillance techniques, Improvised Explosive Device (IED) attacks, kidnapping & hostage survival, explanation of terrorism, threat levels, and Force Protection Condition (FPCON) system. Include security reporting, safeguarding aircraft and COMSEC equipment, and individual responsibilities and protective measures. Course should cover information on threat conditions, security reporting, safe guarding aircraft and COMSEC equipment, and individual responsibilities and protective measures. See AFI 10-245, *Antiterrorism (AT)*.

7.3.9.1. **OPR:** Unit/CC designated.

7.3.10. **G120 Isolated Personnel Report (ISOPREP) Review.** Annual review of ISOPREP card. See AFDD 34, *Combat Search and Rescue Operations*. NOTE: DIA/DSCA assigned aircrews are required to establish and review ISOPREPs on the following secure website: <http://prmsglobal.prms.af.smil.mil/>

7.3.10.1. **OPR:** Unit Intelligence officer.

7.3.11. **G130 Instrument Refresher Course.** Ensures pilots possess sufficient knowledge of all applicable directives, procedures, and techniques to assure safe and professional

instrument flying. Guidance for development of unit IRC programs, including topics and subject outlines, course length, instructor prerequisites, and methods of instruction is contained in AFMAN 11-210. Familiarity with AFMAN 11-210 is essential for unit program developers and IRC instructors. Complete IRC test requirement according to AFI 11-202, Volume 2 within the crewmembers qualification eligibility period.

7.3.11.1. **OPR:** Air Force Flight Standards Agency

7.3.12. **G182 Hazardous Cargo Training.** Familiarizes crewmembers with procedures and restrictions when carrying hazardous materials as cargo. Complete MAJCOM wing or ATS contractor-provided instruction designed to review aircrew hazardous procedures and AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*. Complete a 25-question open-book examination if not incorporated into computer based training according to Air Force Joint Manual (AFJMAN) 24-204 (I), *Preparing Hazardous Materials for Military Air Shipments*. The curriculum will include:

7.3.12.1. Hazardous classification.

7.3.12.2. Aircraft loading and passenger movement.

7.3.12.3. Packaging.

7.3.12.4. Tactical and contingency airlift.

7.3.12.5. Marking and labeling.

7.3.12.6. Aircrew responsibility.

7.3.12.7. Certification.

7.3.12.7.1. **OPR:** Unit/CC designated.

7.3.13. **G230 CRM Refresher.** Mission-specific CRM continuation training conducted according to AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and MAJCOM supplement. **NOTE:** G230 must be accomplished before G240, CRM SIM.

7.3.13.1. **OPR:** AFMC/A3V and ATS contractor.

7.3.14. **G231 Initial CRM Training.** Aircraft and crew-specific CRM training conducted according to AFI 11-290 and MAJCOM supplement. **NOTE:** Dual log with G230 for ARMS tracking purposes.

7.3.14.1. **OPR:** ATS contractor or Unit/CC designated.

7.3.15. **G240 CRM Simulator.** To provide hands-on application of classroom-presented CRM refresher concepts through CRM simulator training addressing human factors issues in a realistic mission scenario. **NOTE:** Should be accomplished in conjunction with G230, CRM Refresher. Optimal scheduling of G240 is not later than 5 days following completion of G230.

7.3.15.1. **OPR:** AFMC/A3V and ATS contractor.

7.3.16. **G250 Refresher Simulator.** Classroom and SIM training will emphasize aircraft systems, aircrew emergency and abnormal procedures, standardization and CRM. Instrument flying proficiency is not the objective of annual simulator refresher training. Refresher

Simulator training will include a minimum of 4 hours of hands on SIM time. In addition, cover the following as a minimum:

7.3.16.1. Aircraft general knowledge, to include:

7.3.16.1.1. Bleed Air

7.3.16.1.2. Fuel/Oil

7.3.16.1.3. Electrical System

7.3.16.1.4. Engines

7.3.16.1.5. Avionics

7.3.16.1.6. Propellers

7.3.16.1.7. Landing Gear and Brakes

7.3.16.1.8. Anti-Ice/De-ice

7.3.16.2. Emergency Procedures. A cross section of Start/Taxi, Takeoff, Cruise and Landing emergency procedures will be covered. All Boldface Emergency Procedures will be practiced during the training. ATS contractor will perform a cross section of the items in **Table 7.1** (as applicable).

Table 7.1. Emergency Procedures Evaluation Guide.

Start/Taxi/Runup	Takeoff	Cruise	Landing
- Engine Fire	- Tire Failure	- Fuel System	- Unsafe Gear
- Hot Start	- Eng. Fail/Fire <V1	- Engine Failure/Fire	- Tire Failure
- No Ignition	- Eng. Fail/Fire >V1	- Hydraulic Low Warning	- Manual Gear Extension
- Clearing Procedures	- Eng. Fail>V1 Heavy Weight w/ Obstacle Departure Procedures	- Anti-Ice	- Engine Failure on Final
- Zero Oil Pressure	- Departing Prep. Surface	- Smoke and Fumes	- Reverse Failure
- Propeller Collision	- Auto Feather Not Armed	- Electrical Failure/Fire	- Brake Failure
- Overspeed Gov. Fail	- Auto-Ign. Not Armed	- Inverter Failure	
- Primary Gov. Fail	- Battery Charge Light	- 26VAC Failure	
- Low Pitch Failure	- Bleed Air Fail > V1	- Autopilot Failure	
- Comp. Bleed Valve		- Battery Charge Light	
- Gen. Failure to Reset		- Prop Over/Under	
- Current Limiter			

Failure - Rudder Boost Failure - Autopilot Test Failure - Frozen Brakes	- Aircraft Fails to Pressurize - Flaps Fail to Retract - Gear Fails to Retract - Gear Power pack continues to run - Gear Handle Stuck Down	speed - Loss of Pressurization - Avionics Master Failure - Bleed Air Failure - Current Limiter Failure - Trim Failure - No Fuel Transfer - Chip Detect	
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7.3.16.2.1. **OPR:** AFMC/A3V and ATS contractor

7.3.17. **G280 Small Arms Training/Cabin Combat Arms Training.** Trains crewmembers in successful engagement of enemy targets within the range and capabilities of their assigned weapon. Crewmembers will participate in academics and firing range exercise. Do not use small arms simulator training for initial qualification. See AFI 36-2226 and AFI 31-207. **NOTE:** Complete training within 180-days of the crewmember becoming MR

7.3.17.1. **OPR:** Local Security Forces Squadron (SFS) combat arms instructor.

7.3.18. **G284 Explosive Ordnance Reconnaissance Training.** Increases familiarity with various types of explosives and the emergency actions that should be taken when encountering unexploded ordnance. The primary method for EOR Training Course completion is using the learning management system on the internet at <https://golearn.csd.disa.mil/>. This CBT must be completed prior to personnel attending the CBRN Defense Training Course conducted by the CE Readiness Flight. Unit schedulers, unit training managers, or unit deployment managers will verify successful completion of training before an individual is scheduled for the CBRN Defense Training Course. The only acceptable method of verification is the training certificate.

7.3.18.1. **OPR:** HQ AFCEA/CEXR

7.4. Life Support — “LL” Events. MAJCOMs may combine and/or supplement courses to tailor training to their needs. Refer to AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*, for general instructions.

7.4.1. **LL01 Life Support Familiarization Training.** One time event, per base assignment, conducted prior to the first flight at home station to familiarize aircrew members with local

Aircrew Flight Equipment (AFE) items availability, issue, use, pre-flight, and post-flight procedures. This training will be provided for subsequent re-assignments to the same base. Crewmembers are grounded until this event is accomplished. See AFI11-301V1 and the appropriate MAJCOM supplement. Each unit is responsible for tailoring training to meet unit needs. May be dual logged with SS01. This course must be taught by a Flight Equipment Officer (FEO), a qualified instructor aircrew, or an AFE training instructor.

7.4.2. LL03 Egress Training, Non-Ejection. Evaluates aircrew and passenger ability to demonstrate proficiency in air and ground emergency egress procedures. Stress the importance of aircrew coordination, aircrew and passenger responsibilities and use of appropriate emergency egress equipment. Ensure aircrews are aware of their responsibilities for conducting safety and passenger briefings IAW AFI 11-202, Vol 3, *General Flight Rules*, and AFE documentation procedures. This course must be taught by a FEO (rated officer) or by an officer instructor aircrew appointed in writing by the group FEO.

7.4.3. LL04 Aircrew Chemical Defense Training (ACDT). An academic and equipment training session in which the aircrew member demonstrates and performs donning, doffing, and buddy dressing procedures using either the first or second generation ACDE or Aircrew Eye/Respiratory Protection (AERP) equipment. This training also includes information on hazards and limitations of wearing the equipment properly and improperly, preflight procedures, aircraft integration, and parachute descent emergency procedures. Each aircrew will demonstrate procedures during their initial class; subsequent classes require a minimum of 10% of aircrew participants to dress out and demonstrate ACCA decontamination processing procedures. Units may combine this training with G010 (Chemical-Biological Warfare Training), provided both aircrew and ground ensembles are fully covered. This course must be taught by a FEO, a qualified instructor aircrew, or an AFE training instructor.

7.4.4. LL05 Egress Training with ACDE. Evaluates the aircrew's ability to demonstrate proficiency in the use of primary as well as secondary air and ground egress procedures while wearing ACDE. Training will stress the unique changes in procedures to include added difficulties aircrew would and could experience as a result of wearing ACDE. Training must be accomplished at least once in each assigned MDS aircraft. Accomplishing this training also satisfies the requirements in LL03. This course must be taught by a FEO (rated officer) or by an officer instructor aircrew appointed in writing by the group FEO.

7.4.5. LL06 Aircrew Life Support Equipment (ALSE) Training. An academic and equipment training event, in which aircrew members demonstrate their ability to locate, preflight, and use all aircrew and passenger AFE carried aboard unit aircraft or issued to aircrew members. This training includes the limitations and safety issues related to AFE. Additionally, include aircrew clothing items and information on hazards associated with improper wear and failure to use only authorized clothing and equipment items. ALSE is conducted as part of initial qualification training for students. Units should combine LL06 with SS02, LL03, and SS05. This course must be taught by a FEO, a qualified instructor aircrew, or an AFE training instructor.

7.5. Mission Specific "M" Events.

7.5.1. M010 Proficiency Sortie.

7.5.1.1. As a minimum, a pilot proficiency sortie will consist of the following:

- 7.5.1.1.1. Review of boldface emergency procedures
- 7.5.1.1.2. Three instrument approaches.
- 7.5.1.1.3. Missed approach.
- 7.5.1.1.4. Visual flight rules (VFR) traffic pattern (weather permitting).
- 7.5.1.1.5. Review of a specific (squadron-determined) aircraft system.
- 7.5.1.2. The following should be accomplished when available and applicable:
 - 7.5.1.2.1. Holding pattern or procedure turn (to include entry).
 - 7.5.1.2.2. Circling approach.
 - 7.5.1.2.3. Simulated engine failure after takeoff.
 - 7.5.1.2.4. Simulated engine-out landing.
 - 7.5.1.2.5. Simulated engine-out go-around or missed approach.
 - 7.5.1.2.6. Partial flap landing (if applicable).
- 7.5.1.3. If circumstances prevent completion of required events on one sortie, M010 credit may be taken after completing remaining events on a second sortie. Instructors should tailor each M010 to the individual pilot's needs. Particular emphasis should be placed on simulated systems malfunctions, simulated engine-out operations, and instrument procedures.
- 7.5.2. **M020 Unit Specific Training Sortie.** Requirement determined by units.
- 7.5.3. **M030 Overseas Sortie.** Requirement determined by units.
- 7.5.4. **M050 Tactical Proficiency Sortie.** Requirement determined by units.
- 7.5.5. **M110 Threat Scenario Sortie.** Requirement determined by units.
- 7.6. Crew and Individual Proficiency "P" Events.**
 - 7.6.1. **P020 Takeoff.** Initial takeoff or takeoff following a touch-and-go landing.
 - 7.6.2. **P025 Takeoff and Departure.**
 - 7.6.3. **P040 Simulated Engine Failure After Takeoff.**
 - 7.6.4. **P061 VFR Overhead.**
 - 7.6.5. **P062 VFR Departure.**
 - 7.6.6. **P063 VFR Arrival.**
 - 7.6.7. **P070 Instrument Approach.**
 - 7.6.8. **P071 Holding.**
 - 7.6.9. **P090 Instrument Approach (Manual).**
 - 7.6.10. **P100 Precision Approach.**
 - 7.6.11. **P101 Instrument Landing System (ILS) Approach.**
 - 7.6.12. **P110 Non-precision Approach.**

7.6.13. **P116 NDB Approach.** Up to 100% of RMI Only VOR or TACAN Creditable in aircraft as NDB when NDB unavailable.

7.6.14. **P117 GPS Approach.**

7.6.15. **P130 Circling.**

7.6.16. **P140 Visual Approach.** A visual straight-in approach, tactical arrival or overhead VFR pattern meets the requirement for this event.

7.6.17. **P150 Missed approach.**

7.6.18. **P170 Approach and Go-Around** (Simulated Engine-Out).

7.6.19. **P180 Approach and Landing** (Simulated Engine-Out, Partial Flap).

7.6.20. **P181 Approach and Landing** (Simulated Engine-Out, Full Flap).

7.6.21. **P190 Landing.**

7.6.22. **P192 Night Landing.**

7.6.23. **P270 Secure Radio Operations.**

7.6.24. **P271 Authentication Procedures.**

7.6.25. **P274 IFF/MODE IV Training.** Ensures pilots have a working knowledge of IFF/MODE IV operations and are able to use Air Force COMSEC materials. Training includes hands-on operation and loading of aircraft IFF/MODE IV using the KOI-18, KYK-13, or the CYZ-10. Frequency: Quarterly training is required for FTL A thru D. Training is not required for FTL E. IFF/MODE IV is neither a grounding nor a non-mission ready item. Waiver authority is the unit commander.

7.6.25.1. **OPR:** Group/Squadron Training

7.6.26. **P280 ACDTQT.** An exercise emphasizing hands-on training dressed out in partial chemical defense (CD) ensemble. The purpose of the exercise is to enable crewmembers to become aware of their limitations while wearing the equipment. Complications of heat exhaustion, fatigue, hyperventilation, limited dexterity, and hampered communication can all be experienced during the exercise. Observers must closely monitor crewmember actions during the exercise. If a crewmember experiences difficulties such as excessive thermal stress, hyperventilation, headaches, etc., and either the observer or crewmember believes it is unsafe to continue, the equipment will be immediately removed.

7.6.26.1. The following aircrew CD items will be used:

7.6.26.1.1. MBU-19/P hood and mask assembly

7.6.26.1.2. Filter pack with filters and CQU-7/P blower assembly with filter canisters and batteries

7.6.26.1.3. MXU-835 intercom assembly

7.6.26.1.4. Filter pack suspension straps

7.6.26.1.5. Glove set (cotton, butyl, Nomex®)

7.6.26.2. Pilots may accomplish ACDTQT in a simulator with visual displays. If accomplished in a simulator, ATS instructors will observe the exercise. No other supervision is required, and no restrictions apply on how many crewmembers wear the gear. If performed in the aircraft, only one pilot will be dressed out at any time. Supervision by an IP or experienced MP (determined by the squadron commander) occupying a pilot seat is required. A safety observer crewmember will occupy the jump seat. Pilots will wear the ensemble, review emergency procedures, and accomplish at least one takeoff, approach, and landing, and complete all crew position checklists associated with approach and landing. Before being scheduled for this event, each crewmember must have completed LL04.

7.7. Qualification and Certification “Q” Events.

- 7.7.1. Q001 Open-Book Qualification Examination.
- 7.7.2. Q002 Closed-Book Qualification Examination.
- 7.7.3. Q007 Senior Staff Basic Qualification Evaluation.
- 7.7.4. Q008 Instructor Evaluation.
- 7.7.5. Q015 Special Missions and Operations Qualification.
- 7.7.6. Q090 Flight Publications Check.
- 7.7.7. Q100 Operational Mission Evaluation (OME).
- 7.7.8. **Q160 Instrument Refresher Course Examination.**
- 7.7.9. Q170 Flight Evaluation Folder (FEF) Review.
- 7.7.10. **Q587 Certification Airfield – PADK, Adak NAS, AK**
- 7.7.11. **Q588 Certification Airfield – PALU, Cape Lisburne AFS, AK**
- 7.7.12. **Q589 Certification Airfield – PAEH, Cape Newenham, AK**
- 7.7.13. **Q590 Certification Airfield – PACZ, Cape Romanzof AFS, AK**
- 7.7.14. **Q591 Certification Airfield–SLLP, El Alto International, Bolivia.**
- 7.7.15. **Q592 Certification Airfield – PAIM, Indian Mtn Long Range Radar Station (LRRS), AK**
- 7.7.16. **Q593 Certification Airfield – BGSE, Sondre Stromfjord, Greenland**
- 7.7.17. **Q594 Certification Airfield – PASV, Sparrevohn LRRS, AK**
- 7.7.18. **Q595 Certification Airfield – PATL, Tatlina LRRS, AK**
- 7.7.19. **Q596 Certification Airfield – PATC, Tin City LRRS, AK**
- 7.7.20. **Q597 Certification Airfield – PADU, Unalaska, AK**

7.8. Special Ops and Tactics “RS, SS,” Events. NOTE: For RS00, RS06, RS16, RS20, RS26, and RS36: Both pilots may log these events and if both pilots are current and qualified, these maneuvers may be flown with passengers on board provided crews pre-brief passengers of intent to conduct “tactical” maneuvers.

7.8.1. **RS00 Tactical Arrival Event.** A High Altitude or Low Altitude Tactical Arrival as specified in RS06 or RS16. Planning should focus on the tactical ingress during a fluid tactical scenario.

7.8.2. **RS06 High Altitude Tactical Arrival.** These approaches are used primarily when high or medium altitude ingress is necessary. Crew members should practice high altitude tactical arrivals from 10,000 feet AGL and above. There are two basic types; the Spiral Down (Clean) and the Spiral Down (Configured).

7.8.3. **RS16 Low Altitude Tactical Arrival.** These approaches are used primarily when low altitude ingress is necessary. These include the downwind, the overhead, the straight-in, teardrop, and abeam.

7.8.4. **RS20 Tactical Departure Event.** Continuation training for mission ready crews in Tactical Departures. A High Altitude or Low Altitude Tactical Departure as specified in RS26 or RS36. Planning should focus on the tactical egress during a fluid tactical scenario.

7.8.5. **RS26 High-Altitude Tactical Departure.** This maneuver is used primarily when a departure at medium to high altitude is necessary. The maneuver requires a spiral climbing departure.

7.8.6. **RS36 Low-Altitude Tactical Departure.** This maneuver is used primarily when a departure at low altitude is necessary.

7.8.7. **SS01 Local Area Survival.** To identify environmental aspects that could affect an aircrew member in a local area, survival scenario. Determine personnel recovery tactics, techniques, and procedures applicable to local area flying operations. SS01 is a onetime requirement, to be accomplished prior to the first flight at each base of assignment. Units may combine and dual log with Life Support Familiarization Training (LL01). This course must be taught by a FEO, a qualified instructor aircrew, or an AFE training instructor.

7.8.8. **SS02 Combat Survival Training (CST).** Academic and field training designed for crewmembers whose duties may include overflight of or deployment to hostile territory. CST provides crewmembers an opportunity to demonstrate their ability to operate LSE, employ survival/evasion techniques, and practice rescue procedures under simulated combat conditions. This course includes in-depth instruction in physiological and psychological factors, personal protection, land navigation, combat recovery and signaling, survival medical training, Code of Conduct, and Search and Rescue (SAR) communications.

7.8.8.1. **OPR:** AFE training instructor

7.8.9. **SS03 Conduct After Capture (CAC).** Provides training for wartime, governmental, and hostage detention situations.

7.8.9.1. **OPR:** AFE training instructor

7.8.10. **SS04 Non-Combat Survival Training.** An academic and equipment training program designed for aircrews whose duties do not require them to fly over enemy territory (i.e., staff positions, training unit instructors, etc.).

7.8.10.1. **OPR:** AFE training instructor

7.8.11. **SS05 Water Survival Training (WST).** Academic and equipment training designed to provide crew-members the opportunity to demonstrate their ability to use all weapon-

system specific flotation devices and components available during an over water emergency, employ water survival techniques, and practice rescue procedures (see AFPD 11-3). The objective of this training is to emphasize survivor needs using water-related equipment, accessories, and procedures. It also includes emphasis on the use of passenger support equipment and proper care of passengers during a survival situation. Each unit is responsible for tailoring training to meet unit needs. The “hands on” requirement may be met by classroom or pool training at unit commander discretion based on unit mission. Course length will not exceed six hours. Units may schedule crewmembers to complete both water survival training and CST in a single training day.

7.8.11.1. **OPR:** AFE training instructor

7.8.12. **SS07 Contingency SERE Indoctrination (CSI).** CSI is a Combatant Command-directed activity and is designed to prepare High Risk of Capture (HRC) personnel deploying to a specific theater of operations or contingency. CSI will be tailored to the specific mission, e.g., fighters, transport aircraft or ground forces. Combatant Commands will certify selected SERE Specialists to instruct HRC theater preparations. CSI is also referred to as HRC theater preparation.

7.8.12.1. **OPR:** AFE training instructor

7.9. Unit Defined "X" Events. Reserved for use by local units. Define events in local supplement to this AFI. OG/CCs should review all “X” events for relevancy to the unit’s mission during the TRP. This review should be documented in the TRP minutes.

7.10. Air Force Specified "XX" Events. See AFI 11-202, Volume 2, and AFI 11-2C-12, Volume 2.

7.10.1. **AA01 Qualification Evaluation.**

7.10.2. **AA04** Closed Book Exam

7.10.3. **AA05** Open Book Exam

7.10.4. **AA11** Instrument Evaluation

7.10.5. **AA14** Instrument Refresher Course

7.10.6. **AA21** Combined Qualification and Instrument Evaluation

7.11 Additional Event Identifiers. Web based event identifiers will be used if units choose to track the associated events and items in ARMS.

Chapter 8

INFORMATION COLLECTION, RECORDS, AND FORMS.

8.1. Information Collections. No information collections are created by this publication.

8.2. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363 and disposed of in accordance with the Air Force Records Disposition Schedule maintained in AFRIMS.

BURTON M. FIELD, Lt Gen, USAF
DCS, Operations, Plans and Requirements

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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AFI 36-2226, *Combat Arms Program*, 24 Feb 2009

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AFH 36-2235 V8, *Information for Designers of Instructional Systems Application to Aircrew Training*, 1 Nov 2002

AFI 44-170, *Preventative Health Assessment*, 22 Feb 2012

AFI 51-401, *Training and Reporting to Ensure Compliance with the Law of Armed Conflict*, 11 Aug 2011

AFRIMS RDS, *Air Force Records Information Management System*,
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Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF IMT 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*

AF Form 847, *Recommendation for Change of Publication*

AF IMT 1042, *Medical Recommendation for Flying or Special Operational Duty*

AF IMT 4022, *Aircrew Training Folder*

AF IMT 4023, *Aircrew Training Progress Report*

AF IMT 4024, *Aircrew Training Accomplishment Report*

AF IMT 4025, *Aircrew Summary/Close-out Report*

AF IMT 4168, *COMSEC Responsible Officer and User Training Checklist*

AF IMT 4324, *Aviation Resource Management System (ARMS) Upgrade Worksheet*

AFMC Form 73, *AFMC Flight Operations Waiver Request*

Abbreviations and Acronyms

A—annual

ACA—academic course

ACDE—aircrew chemical defense ensemble

ACDT—aircrew chemical defense training

ACDTQT—aircrew chemical defense task qualification training

ADSC—active duty service commitment

AERPS—aircrew eye/respiratory protection system
AETC—Air Education and Training Command
AF—Air Force
AFH—Air Force handbook
AFI—Air Force instruction
AFJMAN—Air Force joint manual
AFMAN—Air Force manual
AFMC—Air Force Materiel Command
AFOSH—Air Force occupational safety and health
AFPD—Air Force policy directive
AFSC—Air Force specialty code
AFTTP—Air Force tactics, techniques, and procedures
ALEP—aircrew laser eye protection
ALS—aircrew life support
ALSE—aircrew life support equipment
AMC—Air Mobility Command
AMOG—Air Mobility operations group
AMWC—Air Mobility warfare center
AR—as required
ARMS—aviation resource management systems
AT—antiterrorism; academic training
ATD—aircrew training device
ATS—aircrew training system
BAQ—basic aircraft qualification
BMC—basic mission capable
C—cyclical (17-month qualification evaluation cycle)
CAC—conduct after capture
CBRN—chemical, biological, radiological, or nuclear
CBT—computer-based training
CC—commander
CD—chemical defense
COMSEC—communications security

CONUS—continental United States
CPT—cockpit procedures trainer
CRM—crew/cockpit resource management
CRO—COMSEC responsible officer
CRW—Contingency Readiness Wing
CSI—contingency SERE indoctrination
CST—combat survival training
CT—continuation training
CTD—cockpit training device
CUR—currency
DCS—deputy chief of staff
DIA—Defense Intelligence Agency
DNIF—duty not involving flying
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDR—Department of Defense Regulation
DQT—difference qualification training
DS—defensive systems
EOR—explosive ordnance recognition
EP—examiner pilot
ESD—evaluation standards document
ETCA—education and training course announcements
FAA—Federal Aviation Administration
FCF—functional check flight
FE—flight examiner
FEF—flight evaluation folder
FMP—flight manuals program
FP—Flight Qualified Pilot, PIQ Graduate (Non-Aircraft Commander)
FPCON—force protection condition
FS—flight surgeon
FTL—flying training level
FTU—formal training unit

G—ground
GA—go around
GPS—global positioning system
GSU—geographically separated unit
GT—ground training
GTL—ground training level
HQ—headquarters
HHQ—higher headquarters
HRC—high risk of capture
IAW—in accordance with
IED—improvised explosive device
ILS—instrument landing system
INC—incomplete
IP—instructor pilot
IPC—instructor preparatory course
IRC—instrument refresher course
IRP—instrument refresher course program
ISD—instructional systems development
ISOPREP—isolated personnel report
JA—judge advocate
JOSAC—joint operational support airlift center
LOAC—law of armed conflict
LS—life support
LSE—life support equipment
MAJCOM—major command
MDS—mission design series (e.g., C-12A, NC-12A)
MEGP—mission essential ground personnel
MOST—mission-oriented SIM training
MO—months
MP—mission-ready aircraft commander
MPD—mobility pilot development
MR—mission-ready

MTL—master task listing
MX—maintenance
NAF—numbered Air Force
NMR—non-mission-ready
OCONUS—outside the 48 contiguous states of the United States
OFT—operational flight trainer
OG—operations group
OG/CC—operations group commander
O&M—operations and maintenance
OME—operational mission evaluation
OPORD—operational order
OPR—office of primary responsibility
P—proficient
PA—Privacy Act
PAA—primary aircraft authorized
PAI—primary aircraft inventory
PCS—Permanent Change of Station
PFT—programmed flying training
PIQ—pilot initial qualification
PQP—prior qualified pilot
PR—progress review
PRO—proficient
PS—proficiency sortie
PCS—permanent change of station
PTG—pilot training guide
PTT—part task trainer
QACP—quality assurance change proposal
RDS—Records Disposition Schedule
ROE—rules of engagement
RON—remains overnight
RPL—required proficiency level
S—Semiannual

SAR—search and rescue

S.E.—single engine

SERE—survival, evasion, resistance, escape

SFS—security forces squadron

SIM—simulator

SIOP—single integrated operations plan

SOC—senior officer course

SORTS—status of resources and training system

Sq—squadron

T—Triennial

TACC—Tanker Airlift Control Center Air Mobility Command (AMC)

TAD—tactical arrival and departure

TDY—temporary duty

TG—training guide

TL—training level

TRP—training review panel

UP—unqualified pilot

UPT—Undergraduate Pilot Training

USAF—United States Air Force

U.S.C.—United States code

VFR—visual flight rules

Wg—wing

WST—weapon system trainer; water survival training

WX—weather

Y—Year

Terms

Academic training (AT)—A course of instruction that includes, but is not limited to, classroom instruction related to aircraft systems and operation, flight characteristics and techniques, performance, normal procedures, abnormal procedures, and emergency procedures. To adequately prepare students, academic courses should be completed before SIM or flight training.

Aircraft systems refresher—Aircraft and crew position unique systems refresher courses.

Aircrew training device (ATD)—Includes cockpit procedures trainer, boom operator part task trainer, weapons systems trainer, operational flight trainer, celestial training device, table top navigation and rendezvous trainer, cargo loading trainer, and other flight SIM.

Aircrew training system (ATS)—Integrated qualification, upgrade, and continuation training program for crewmembers. Civilian contractors conduct most academic and ATD training. Air Force conducts all flight training.

Annual—Training required once every calendar year.

Basic aircraft qualified—Crewmember who has successfully completed an in-flight evaluation but is not mission qualified in his or her assigned aircraft.

Biennial—Training required once every two calendar years.

Cockpit/crew Resource Management (CRM) training—Training to improve the teamwork, dynamics, and effectiveness of aircrews IAW AFI 11-290.

Communications security (COMSEC) aid—COMSEC material, other than equipment or devices, that assists in securing communications and which is required in the production, operation, or maintenance of COMSEC systems and their components. Examples are keys, codes, and authentication information in physical or electronic form, call signs, frequencies, and supporting documents.

COMSEC responsible officer (CRO)—Individual appointed by a unit commander to oversee the unit's COMSEC program.

Computer-based training (CBT)—GT system that uses computer-generated graphics or text in conjunction with interactive programs as the primary medium of instruction.

Continuation training (CT)—Ground and flight training events necessary to maintain mission-ready or basic qualification status.

Critical phases of flight—Takeoff, approach to landing, landing, or any flight maneuver stipulated in AFI 11-2C-12, Volume 3 specifically requiring direct (access to controls) instructor supervision for qualified or unqualified crewmembers.

Currency event—Flying continuation training events with prescribed maximum interval-between-accomplishments showed in the CUR column.

Currency reference month—Month used to determine when an annual requirement is due. The reference month may be based on when the event was first accomplished, birth month (for physical), semiannual period, or other reference timeframe based on unit requirements.

Cycle—17-month cycle based on in-flight evaluation completion date. Instrument, open and closed-book testing, and in-flight evaluations are required 17 months after previous in-flight evaluation. Testing and evaluation will be accomplished during the 6-month period that includes the qualification expiration month and the 5 preceding months. See AFI 11-202, Volume 2, AFI 11-2C-12, Volume 2, and MAJCOM supplements.

Difference qualification training (DQT)—Training necessary to qualify an individual in a different tactic or system within the same aircraft or an aircraft that is a different series other than the one in which currently qualified.

Direct instructor supervision—Instructor of like specialty with immediate access to controls (instructors will occupy either right or left seat).

Event or Task—A training item to be accomplished. Several events or tasks constitute a training profile.

Familiarization item—An item completed by demonstration, observation or in-seat experience. Proficiency is not required.

Flight examiner or Evaluator—A crewmember designated to administer evaluations IAW AFI 11-202, Volume 2.

Flight surgeon (FS)—Medical doctor qualified to perform flight surgeon duties.

Flying training level (FTL)—A standard assigned to crewmembers, by the Unit/CC, directing flying continuation training requirements.

Formal school courseware—Training syllabi and all other materials used to conduct formal school courses (not necessarily at the FTU).

Frequency—Rate of occurrence for a particular event (see Table A1.1)

Table A1.1. Frequency.

Term	Definition	Example
D - Day 180d, 365d, etc...	Expires at the end of the nth day after the Last Accomplished Date.	180d: If Last accomplished = 10 Feb 12 Expires End of = 8 Aug 12 Due = 9 Aug 12
M - Month 12m, 24m, etc...	Expires at the end of the last day of the nth Calendar Month after Last Accomplished.	15m: If Last accomplished = 10 Feb 12 Expires End of = 31 May 13 Due = 1 Jun 13
Q – Quarterly	Expires at the end of the last day of the Quarter after the Last Accomplished Quarter. Training Quarters are defined under the term "Quarterly."	If Last accomplished = 10 Feb 12 Expires End of = 30 Jun 12 Due = 1 Jul 12
4Q – 4th quarter		4Q: If Last accomplished = 10 Feb 12

	Expires at the end of the last day of the 4th Quarter after the Last Accomplished Quarter. Training Quarters are defined under "Quarterly."	Expires End of = 31 Mar 13 Due = 1 Apr 13
SA – Semi-Annual	Expires at the end of the last day of the Semiannual period after the training was accomplished. The Semiannual Training Periods are specified under the term "Semiannual."	If Last accomplished = 10 Feb 12 Expires End of = 31 Dec 12 Due = 1 Jan 13
A - Annual	Expires at the end of the last day of the Calendar Year after the training was accomplished.	If Last accomplished = 10 Feb 12 Expires End of = 31 Dec 13 Due = 1 Jan 14
B – Biennial	Expires at the end of the last day of the 2nd Calendar Year after Training was accomplished.	If Last accomplished = 10 Feb 12 Expires End of = 31 Dec 14 Due = 1 Jan 15
T – Triennial	Expires at the end of the last day of the 3rd Calendar Year after Training was accomplished.	If Last accomplished = 10 Feb 12 Expires End of = 31 Dec 15 Due = 1 Jan 16

Ground training level (GTL)—A standard assigned to crewmembers, based upon experience and Unit/ CC recommendation, directing ground continuation training requirements.

Instructor pilot (IP)—Crewmember trained, qualified, and certified by the Unit/CC as an instructor according to AFI 11-2C-12, Volume 2.

Instructor candidate—Crewmember undergoing upgrade training to instructor.

Instructor supervision—A qualified instructor of like specialty supervising a maneuver or training event. For critical phases of flight, the instructor must occupy one of the seats or stations, with immediate access to the controls.

Mission-oriented simulator training (MOST)—Part of a training program (e.g. crew resource management) that includes a practical application, full-mission scenario in the SIM or weapons system trainer.

Mission-ready (MR)—Crewmember who is current, qualified, and certified in the unit's designated missions.

Mission-ready aircraft commander (MP)—Pilot who has been certified to perform "pilot-in-command" duties.

Monthly—Training required once every month.

Night—IAW AFI 11-401 defined as period between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac.

Nonmission-ready (NMR)—Individual who is non-current or unqualified in the aircraft, incomplete in required continuation training, or not certified to perform the unit's missions.

Off-station training flight—Any operations and maintenance (O&M)-funded training mission which carries passengers or remains overnight (RONs) at a base other than home station.

Overseas sortie (OCONUS Sortie)—A sortie that includes a takeoff or landing outside the 48 conterminous states of the United States.

Primary method—Training conducted normally at a location designated to train a course using a MAJCOM-approved syllabus.

Quarterly—3-month periods defined as 1 January to 31 March, 1 April to 30 June, 1 July to 30 September, or 1 October to 31 December.

Quinquennial—Training required once every five years. The expiration date is the last day of the month in which training is required. If training was accomplished on 19 Oct 1998, the next training is due not later than 31 Oct 2003.

Refresher simulator—SIM training emphasizing aircraft systems, aircrew emergency and abnormal procedures, standardization and CRM. Refresher simulators may be integrated into a block of training termed "phase training" for some weapon systems.

Requalification training—Training required to qualify crewmembers in an aircraft in which they have been previously qualified. See [Chapter 1](#) for requalification training requirements.

Semiannual—6-month training periods from 1 January to 30 June and 1 July to 31 December.

Significant training event—A training event directly contributing to qualification and upgrade, e.g., CBT lesson, weapon system trainer (WST), GT, flight, etc.

Supervised training status—Crewmember will fly under instructor supervision as designated by the Unit/CC or evaluator. This status is a result of loss of currency or qualification, or due to less-than-qualified evaluation.

Training devices—All trainers, computer assisted instruction, sound-on-slide programs, videos, and mockups designed to prepare students for flight training or augment prescribed continuation training.

Training level (TL)—A standard assigned to crewmembers, by the Unit/CC, directing continuation training requirements.

Triennial—Training required once every three calendar years.

Unit—Unless otherwise specified in this volume,—unit refers to squadron or geographically separated unit (GSU)-level activity.

Upgrade training—Training to qualify a crewmember in a higher crew position.

Weapon system trainer (WST)—Device that provides synthetic flight and tactics environment in which aircrews learn, develop, improve, and integrate skills associated with their crew position. Crewmembers may operate individually or as a team.

Attachment 2

AIRCREW TRAINING DOCUMENTATION

A2.1. General Information. This attachment provides guidelines on proper training documentation. Instructions are provided for AF IMT 4022, *Aircrew Training Folder*, AF IMT 4023, *Aircrew Training Progress Report*, AF IMT 4024, *Aircrew Training Accomplishment Report*, and AF IMT 4025, *Aircrew Summary/Close-Out Report*, and aircrew training guides (TG).

A2.1.1. Initiate an AF IMT 4022 or MAJCOM-approved pilot training guide (PTG), for ETCA formal training (either at formal school or in-unit), mission qualification, special qualification or certification training, in-unit upgrade program to the next higher crew qualification, requalification training (either at formal school or in-unit), or for any corrective action or additional training.

A2.1.1.1. The unit operations officer may waive the training folder requirement if corrective action or additional training is limited. If initiated, the instructor or flight examiner who evaluated the crewmember's performance will enter comments pertinent to the training deficiency on AF IMT 4023 or the training guide. Use the existing training folder for end-of-course evaluations that result in additional training.

A2.1.1.2. At the unit commander's discretion, training guides for an individual undergoing more than one training program in a short period of time may be combined into one AF IMT 4022; e.g., a previous instructor in the MDS upgrading to MP may have his or her mission upgrade combined with instructor upgrade in the same folder.

A2.1.2. Formal schools will send AF IMT 4022 with all training records to the trainee's gaining unit. Unit commanders will review formal school training records and enter appropriate comments on the training guide progress record or AF IMT 4023.

A2.1.3. Units will maintain the training folders for their personnel in a location readily accessible to instructors and supervisory personnel. The trainee may review his or her folder at any time.

A2.1.4. The instructor or trainer will review the training folder, to include AF IMT 4023 and 4024 or the training guide, prior to all training periods. Those areas not previously accomplished or those, in which crewmembers require additional training, will be noted for possible inclusion during the current training period. Operations officers will review active training folders quarterly, and flight commanders or unit training representatives will conduct a monthly review. Monthly and quarterly reviews will be annotated on AF IMT 4023 or in the training guide.

A2.1.5. Upon completion of training, place the summary/close-out report (AF IMT 4025) in the individual's FEF, in an inactive training folder, or as specified in local guidance. Refer to AFMAN 37-123, *Management of Records*, for further guidance. Units will retain all AF IMT 4022 contents or MAJCOM-approved training guides for 1 year, and then return them to the crewmember. Do not insert AF IMT 4022, 4023, or 4024 or training guides into FEFs.

A2.1.6. If training guides are not used, AF IMT 4022, 4023, 4024, and 4025 may be used for ATS and formal school courses.

A2.1.7. Units may overprint versions of AF IMT 4022, 4023, 4024, and/or 4025 in accordance with AFI 33-360. Unit overprints must be approved by appropriate MAJCOM training division.

A2.1.8. For purposes of training documentation, classroom only training conducted at the unit should be identified as Academic Training (AT). GT will be considered all training conducted outside the classroom not associated with a flight or artificial training device.

A2.2. Instructions for AF IMT 4022. The folder is constructed of cardstock and the inside covers are designed for documenting training. AF IMT 4023, 4024, and 4025 and additional information (waivers, memorandums, etc.) will be centered and attached to folder fasteners. Training guides may be placed inside the folder but are not required. Units may elect to use more durable binders for the training guide as a substitute to the AF IMT 4022. AF IMT 4022 will be closed upon successful completion of one of the following: flight evaluation (if required as part of the training program), instructor validation of successful program completion (—sign-off) or squadron commander certification (if required as part of the training program). **NOTE:** Formal school instructors using ATS courseware are not required to complete the following sections of the AF IMT 4022 ground training summary, written evaluations, and flying training summary if this information is tracked by other means and sent to the gaining unit with AF IMT 4022.

A2.2.1. Trainee Information (cover). Provides trainee and course information.

A2.2.1.1. Name and grade. Self-explanatory.

A2.2.1.2. Crew position. Self-explanatory (For crewmembers in an upgrade program, enter the crew position to which they are upgrading).

A2.2.1.3. Unit of assignment. Self-explanatory.

A2.2.1.4. Type of training. Enter formal course title or, for special mission qualification, enter type, e.g., FCF. For other types of training, enter a descriptive identifier.

A2.2.1.5. Class number. Enter formal school class number; otherwise, leave blank.

A2.2.1.6. Course number. Enter only the ETCA formal course number (otherwise, leave blank).

A2.2.2. Ground Training Summary (inside left). This section provides a chronological record of GT events. Record non-flying training events. Entries are required for cockpit training device (CTD), SIM, operational flight trainer (OFT), part task trainer (PTT), cockpit procedures trainer (CPT), WST, and GT. Entries are required for in-unit academic instruction conducted according to formal school courseware. Classroom academic training will be identified as AT. Units will not record academic training on the AF IMT 4022 summary (even though it appears on the AF IMT 4022 as a training period designator).

A2.2.2.1. Date. Self-explanatory.

A2.2.2.2. Training period. Enter sequentially numbered training period designators, e.g., "CPT-1," "WST-2," "GT-3," etc., or specific course identifier.

A2.2.2.3. Status. Enter incomplete (INC) and the reason, e.g., "INC-MX" (maintenance) or "INC-PRO" (trainee proficiency) when an additional training period, over those remaining, will be required to accomplish the lost training events originally scheduled for that training period; otherwise, leave blank.

A2.2.2.4. Instructor or trainer (qualification). Enter the name of the instructor or trainer and air crew qualification, e.g., FP/MP, and IP.

A2.2.2.5. Training time. Self-explanatory. Do not include time normally associated with pre-briefing and debriefing.

A2.2.3. Training Period Designators. Codes to describe training periods. Formal training schools may use more descriptive designators if required.

A2.2.4. Written Evaluations. If applicable and desired, record data for the inflight evaluation required to complete the training program.

A2.2.4.1. Date. Enter the date the written evaluation was satisfactorily completed.

A2.2.4.2. Type. Enter the AFI 11-2C-12, Volume 2 description or other appropriate identifier.

A2.2.4.3. Grade. Enter according to AFI 11-2C-12, Volume 2.

A2.2.5. Performance Evaluation Summary. Record data on required evaluations including re-evaluations (if applicable).

A2.2.5.1. Date recommended. Enter the date recommended for a performance evaluation (CPT, WST, or flight).

A2.2.5.2. Type evaluation. Enter AFI 11-2C-12, Volume 2 evaluation description or other appropriate identifier.

A2.2.5.3. Instructor (qualification). Enter the name and aircrew qualification of the instructor recommending the student for an evaluation.

A2.2.5.4. Operations review. With the initials of the reviewer, indicate a records review has been accomplished following recommendation for an evaluation. **NOTE:** Unit commanders or supervisors will accomplish reviews during formal training courses. Unit commanders or operations officers are required to accomplish reviews prior to flight evaluations.

A2.2.5.5. Date evaluated. Enter the date the evaluation was completed.

A2.2.5.6. Examiner. Self-explanatory.

A2.2.5.7. Grade. Enter according to AFI 11-2C-12, Volume 2.

A2.2.6. Flying Training Summary. This section provides a chronological record of flying training sorties. Log all sorties scheduled even if canceled by external factors such as weather (WX) or MX.

A2.2.6.1. Date. Self-explanatory. On operational missions, enter inclusive dates, e.g., 28 Jul – 7 Aug 1995.

A2.2.6.2. Training period. Enter sequentially numbered training period designators, e.g., "S-1," "AD-1," "O-2," etc.

A2.2.6.3. Status. Enter "INC" and reasons, "WX," "MX," or "PRO" when an additional training flight, over those remaining, will be required to accomplish lost training events originally scheduled for that period (INC-WX); otherwise, leave blank.

A2.2.6.4. Instructor (qualification). Enter the name and aircrew qualification of the instructor.

A2.2.6.5. Mission time. Enter the total flight-time of the training or operational mission in the top half of the block. If documentation of seat-time is required, enter the flight-time the trainee was actually in the seat in the lower half of the block.

A2.2.6.6. Cumulative time. Use this block to enter the individual's total cumulative flight-time in the specific training course. Enter total cumulative flight-time in the top half of the block and, if required, the total cumulative seat-time in the lower half of the block.

A2.2.7. Performance and Knowledge Standards. For use with AF IMT 4024, see [paragraph A2.4.1.1](#)

A2.2.8. Grading Codes. For use with AF IMT 4024, see [paragraph A2.4.8](#)

A2.3. Instructions for the AF IMT 4023, Aircrew Training Progress Report. This form provides a narrative description of training missions and is also used for documenting operations review of training progress. File AF IMT 4023 in order with the most recent flight on top. **NOTE:** AF IMT 4023 or a training guide may be used to record training. ATS and formal school courses may use AF IMT 4023 at their discretion.

A2.3.1. Training Period and Date (Item 1). Training period is ground, simulator, or flight (e.g., AT-1, GT-1, SIM-3, S-4, etc.). Also, annotate the date the training occurred.

A2.3.2. AT, GT, FLY, and ATD (Items 2, 4, and 6). Annotate time allocated for training and keep a running total (Items 3, 5 and 7) by adding previous totals to current training period time (not applicable for Air Education and Training Command (AETC)). Classroom academic training periods will be annotated as AT and tabulated under the ground training block.

A2.3.3. Total Training Time (Item 8). Keep a running total of all training time (add Items 3, 5, and 7).

A2.3.4. Remarks and Recommendations (Item 9). Describe the mission scenario. Local overprints are authorized. Comments will elaborate on trainee strengths and weaknesses, identify problem areas, record unusual circumstances, and indicate student progress. Recommendations will be specific and include tasks requiring further training and the type of training required. If more space is required for annotating remarks, draw vertical arrows through sortie information heading section (Items 1 through 8) of the following block of form and continue remarks.

A2.3.4.1. Operations Review. In addition to reviewing all AF IMT 4023 entries, the unit training representative will conduct a monthly review of active status AF IMT 4022. Unit commander or operations officer will review active status AF IMT 4022 at least once each quarter. Document reviews on an AF IMT 4023. The reviewer will annotate "monthly review" or "quarterly review," as applicable, in the training period block. Write comments concerning the trainee's progress, status, or recommendations in the mission profile, comments, and recommendations block.

A2.3.4.2. Monthly reviews are not required for formal school courses except in documented cases of unsatisfactory progress. ATS personnel will review the students'

records and ensure all required training is completed prior to entering flight training. If problems are encountered during the flying phase, the unit will conduct reviews necessary to document unsatisfactory progress.

A2.3.5. Instructor Block (Item 10). Instructors will print and sign their name and annotate their rank and crew qualification.

A2.3.6. Students Block (Item 11). Students will print and sign their name.

A2.3.7. Reviewer Block (Item 12). For monthly and quarterly reviews, unit commanders or operations officers will print and sign their name and indicate their position. Initials may be used in the review block after reviewing individual AF IMT 4023 entries.

A2.3.8. AF IMT 4023 will be completed and reviewed by the student prior to his or her next training period.

A2.4. Instructions for the AF IMT 4024, Aircrew Training Accomplishment Report. This form tracks, for each sortie, individual event and task accomplishment and grades. Units will overprint event and task listings, total number of repetitions required, and the required proficiency level (RPL) for each event and task. Simulator, ground, and flight training events may be combined on a single AF IMT 4024 provided they are separated in the —Training Event/Task Listing column. Maintain AF IMT 4024 on the right side of AF IMT 4022. **NOTE:** AF IMT 4024 or a training guide may be used to record training. ATS and formal school courses may use AF IMT 4024 at their discretion.

A2.4.1. Name. Self-explanatory.

A2.4.2. Crew Position. Self-explanatory.

A2.4.3. Course or Phase of Training. Enter the ETCA formal course identifier, e.g., C12PIQ-pilot initial qualification (PIQ). For special mission qualification, enter the type and identify the method of training, e.g., WST training, flying training, etc.

A2.4.4. Sortie. Enter sortie number e.g., S-1, S-2, CPT-1, etc.

A2.4.5. Date.

A2.4.6. Training Event and Task Listing. Reflects the tasks and subtasks in the training program that require specific student performance or knowledge proficiency standards.

A2.4.7. Number Accomplished. Reflects the number of times an event was accomplished on that sortie.

A2.4.8. Grade. Enter a "B", "F", "P", "S", or "U" as appropriate.

A2.4.8.1. —1—Item must be accomplished once by the crewmember, but does not require proficiency.

A2.4.8.2. "B"—Briefing item only.

A2.4.8.3. "F"—Familiarization item; proficiency is not required. The operations group commander or equivalent operations function will determine whether "F" items are completed by briefing, demonstration, observation, or actual accomplishment.

A2.4.8.4. "P"—Proficient; crewmember has achieved the required proficiency level.

A2.4.8.5. "S"—Satisfactory; crewmember has not achieved the required proficiency level but progress is satisfactory.

A2.4.8.6. "U"—Unsatisfactory; crewmember was previously proficient, but has regressed or progress is unsatisfactory. **NOTE:** Once a crew member has received "P" for an event, the only subsequent grade allowed is either "P" or "U." Any event graded "U" must have an associated remark on AF IMT 4023.

A2.4.9. Total Number Required. Indicates the total repetitions of an event or task required by the course syllabus.

A2.4.10. Total Number Accomplished. Total of the number of repetitions actually accomplished.

A2.4.11. Required Proficiency Level (RPL). RPL for the specific event and task. Each event and task will have a performance standard designated for the required proficiency level the crew member must achieve. In addition, each event and task may have (optional) a knowledge standard designated and used in the same manner as a performance standard. The standards for specific events are either listed in the applicable MTL and ESD for each weapon system or identified in the AFI 11-2MDS-specific volume. For those weapons systems that do not have any RPL listing, all events will have an RPL of "3" for performance and "C" for knowledge (if knowledge standards are used in addition to performance standards). **EXCEPTION:** One-time events required for familiarization and not listed in the MTL and ESD or specific AFI 11-MDS volume will not have performance and knowledge standard assigned. Performance and knowledge standards are listed in [Table A2.1](#)

Table A2.1. Event and Task Standards.

Event and Task Performance Standard		
Code	Performance is:	Definition:
1	Extremely Limited	Individual can do most behaviors only after being told or shown how.
2	Partially Proficient	Individual can do most of the behaviors, but not necessarily to the desired levels of speed, accuracy, and safety.
3	Proficient	Individual can do and show others how to do the behavior in an activity at the minimum acceptable levels of speed, accuracy, and safety without the assistance of an instructor. For instructors, proficiency includes the ability

		to demonstrate, instruct, and supervise ground and flight activity.
4	Highly Proficient	Individual can do behaviors in an activity at the highest level of speed, accuracy and safety.
Event and Task Knowledge Standard		
Code	Knowledge of:	Definition:
A	Facts and Nomenclature	Individual can identify basic facts and terms about the subject and when used with a performance code, can state nomenclature, simple facts, or procedures involved in an activity.
B	Principles and Procedures	Individual can explain relationship of basic facts and state general principles about the subject and when used with a performance code, can determine step-by-step procedures for sets of activities
C	Analysis, and Operating Principles	Individual can analyze facts and principles and draw conclusions about the subject and when used with a performance code, can describe why and when each activity must be done and tell others how to accomplish activities
D	Evaluation and Complete Theory	Individual can evaluate conditions and create new rules or concepts about the subject and when

		used with a performance code, can inspect, weigh, and design solutions related to the theory involved with activities.
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A2.5. Instructions for the AF IMT 4025, Aircrew Summary / Close-Out Report.

A2.5.1. For each formal training program leading to qualification, to include secondary method training, a summary and close-out report will be completed detailing the individual's strengths, weaknesses, overall performance, and other pertinent information.

A2.5.2. Unit commanders and operations officers will ensure comments on this form do not reflect personnel opinions or biases. All comments must be supported by information contained in the AF IMT 4023, 4024, or training guides as applicable. At formal schools, the instructor will accomplish the AF IMT 4025 and the unit commander's signature is optional.

A2.6. Aircrew Training Guides. If available, use aircrew TG for training programs.

A2.6.1. Units may produce TG when the ATS contractor is unable to provide them. TG will be developed in accordance with AFI 36-2201. Coordinate TG development through appropriate MAJCOM with an information copy sent to HQ AFMC/ A3V. TGs may be used in lieu of the AF IMT 4022. TGs may be placed in the AF IMT 4022 but are not required. Units may elect to use a more durable binder/folder as a substitute for the AF IMT 4022.

A2.6.2. Initiating TG. Training and resource management personnel in each unit will initiate a TG on crew-members prior to their entering any phase of qualification training.

A2.6.3. Use of TG. Specific instructions for annotating training are included in each TG. TG will be maintained in accordance with [paragraph A2.1.5](#)

A2.6.3.1. Active status TG will be carried by the student during all training and operational missions and made available to the instructor for review and annotation. The student will review the TG and initial the training progress record prior to the next training period.

A2.6.3.2. Complete the training progress record portion of the TG in sufficient detail to specify areas of training accomplished, areas needing improvement, recommended specific study areas for the trainee, and recommended training for the next training period. When the trainee attains sufficient knowledge, experience, and prerequisites for upgrade, the instructor will recommend an evaluation and state: "Recommend evaluation for (crew position)" on the training progress record. Trainees will not be recommended for an evaluation if a TG required event is incomplete or requires corrective action.

A2.6.3.3. On missions without an instructor or examiner, the senior qualified counterpart will accomplish required training for those areas not requiring an instructor. Annotate applicable training information in the TG.

A2.6.3.4. When an initial qualification flight evaluation is not successfully completed and additional training is required, the unit commander or operations officer will annotate deficient areas on reproduced pages of the appropriate TG and training progress record. This TG insert will be placed in the AF IMT 4022 and used to document completion of additional training.

A2.6.3.5. At the conclusion of training, when all requirements of the TG are met, fill-out an AF IMT 4025 in accordance with [paragraph A2.5](#) Maintain completed TG and associated AF IMT 4025 in an inactive training folder according to [paragraph A2.1.5](#)

A2.6.3.6. Do not maintain the TG in the FEF.

A2.6.4. Review Procedures.

A2.6.4.1. Instructors and students will review the TG after each training period and discuss training accomplished, problem areas, and immediate goals.

A2.6.4.2. The unit training representative will conduct a monthly review of TGs. This review will be indicated by entering initials and date in the review block of the TG.

A2.6.4.3. The unit commander or operations officer will review active TG at least once each calendar quarter and prior to an evaluation. This review will be a separate entry on the TG and will include comments on weak areas and upgrade potential. Indicate review by signing the instructor-trainer block of the training progress record, and enter "quarterly review" in the training period identifier block.

A2.6.4.4. Records of crewmembers not receiving training (but in an active status) will be reviewed monthly and quarterly as indicated above. If applicable, the statement, "no training accomplished during this period," the reason why, and the projected date when training will resume will be entered on the student's training progress record.

A2.6.5. Disposition of TG.

A2.6.5.1. Place completed TG in an inactive training folder or AF IMT 4022 and maintain according to [paragraph A2.1.5](#)

A2.6.5.2. Formal schools will maintain copies of the aircrew training records on incomplete trainees for 6 months.